

# exhibitor **SERVICES** manual

## Private Label Trade Show

November 15 - 17, 2015



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For your convenience, the services and show information available through RES and the Donald E. Stephens Convention Center have been categorized and color coded. Please use this sheet as a reference guide when looking for a particular form.

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## **RES CUSTOMER SERVICE CONTACT INFORMATION**

**General**  
847-696-2208  
customerservice@rosemontexpo.com

**Marne Kirkwood**  
847-993-4803  
marne@rosemontexpo.com

**Linda Talaber**  
847-993-4657  
ltalaber@rosemontexpo.com

**Visit RESEXPO.com for Online Ordering**

# Show Your Badge DINING SPECIALS

Present your badge at any of the following Rosemont area restaurants and receive special offers with a purchase of an entree! Must show tradeshow badge for discount.

## ROSEMONT AT YOUR SERVICE



**Complimentary  
Harry's Tiramisu and Coffee**  
Limit one per table

10233 W. Higgins Rd.  
847-699-1200

**MCCORMICK & SCHMICK'S™**  
SEAFOOD & STEAKS

**One Free Appetizer with two  
entrees, up to a \$13 value**

5320 N. River Road  
847-233-3776



**FREE Signature Cannoli**

With purchase of any salad or sandwich, or pizza with side and drink. Beer and wine available. Call for Delivery

10425 W. Touhy Ave.  
847-803-2333



**10% OFF of the Food  
Portion of Your Bill**

Not valid with any other promotions.

10275 W. Higgins Rd.  
847-298-8200



**\$10 Show Ticket**

Wed-Friday shows (excluding special events). Reservations required. Must be 21 or over. Two item minimum purchase during the show.

MB Financial Park  
847-813-0484



**10% OFF of the Food  
Portion of Your Bill**

Not valid on special events.

Located in MB Financial Park  
847-678-0088



**20% Discount on  
Lunch or Dinner**

Not applicable for alcohol or Gibson's steakhouse

Embassy Suites  
5500 N. River Road



**15% OFF of the Food  
Portion of Your Bill**

Hyatt Regency O'Hare  
9300 Bryn Mawr



**Complimentary  
Pan-Fried Calamari with  
Hot Cherry Peppers**

Limit one table of four.

5340 N. River Road  
847-671-8125



**Complimentary  
Fried Calamari**

Shuttle Service

4926 N. River Road  
847-671-8125



**Complimentary  
"Bar Bites"**

Limit one per table of two.

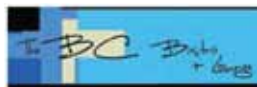
9525 W. Bryn Mawr Ave.  
847-678-5155



**Complimentary  
Appetizer**

Choose from our standard dinner menu.

9421 W Higgins Road  
847-696-9494



**20% Discount on  
Lunch or Dinner**

Not applicable for alcohol or Gibson's steakhouse

Doubletree Hotel  
5460 N. River Road



**FREE Appetizer**

Per couple with dinner or lunch  
Not valid with any offer or promotions.

6111 N. River Road  
847-518-0990



Join us for Lunch or Dinner

**15% OFF the Food  
Portion of Your Bill**

Located in MB Financial Park  
847-233-0099



**One Crème Brulee Dessert**

Limit one per table of four.  
With purchase of entrees.

5464 N. River Road  
847-928-9900



**\$10 OFF the Food  
Portion of Your Bill**

when 2 or more entrees are purchased  
valid for dinner only

Hyatt Regency O'Hare  
9300 Bryn Mawr



**10% OFF of the Food  
Portion of Your Bill**

Not valid with any other offers or promotions.

10290 W. Higgins Road  
847-296-5760



**10% OFF  
Your Entire Bill**

Not valid with any other offers or promotions. Excludes tax, tip and alcohol

Crowne Plaza Hotel  
5440 N. River Road



**15% OFF of the Food  
Portion of Your Bill**

Located in MB Financial Park  
847-233-0080



**Complimentary Appetizer  
of Your Choice**

Limit one per table of four.

Inside Muvico Theatre  
847-447-1040 ext. 135



**15% OFF of the Food  
Portion of Your Bill**

Limit one per table

Hilton Rosemont O'Hare  
5550 N. River Road



**30% OFF General Admission**

Mention Code: 30PSB11

Not valid with any other offers or promotions. 2001 N. Roselle Rd., Schaumburg, IL

Call for Reservations  
1-888-WE-JOUST (935-6878)



**15% OFF of the Food  
Portion of Your Bill**

Dine in only

MB Financial Park  
847-233-0077

**ROSEMONT**  
*It's All Here*



## ROSEMONT CONVENTION | TOURISM BUREAU



# Welcome to Rosemont

The Rosemont Convention Bureau provides a restaurant reservation and an area information kiosk to assist you during your trade show or conference. Visit this information kiosk located in the lobby of the Donald E. Stephens Convention Center for a copy of our Rosemont Visitor's Guide to locate lodging, entertainment, and cultural facilities, and to enjoy the ambience of international cuisine at Rosemont and Chicagoland area restaurants.



The all-new MB Financial Park at Rosemont is open for business, located one block west of the Donald E. Stephens Convention Center. The Park features a series of restaurants and live entertainment venues, including Hofbräuhaus House, Fogo De Chão, Toby Keith's I Love This Bar, Adobe Gila's, Sugar Factory, Kings Bowling, Five Roses Irish Pub, the Park Tavern and the famous Zanies Comedy Club. More venues are in the works for what has quickly become Chicagoland's hottest destination.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews, Hyatt Regency, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including Westin, Marriott Suites, Holiday Inn Select, Sheraton, another Hyatt and Best Western, all a short distance away.



The Rivers Casino is located four blocks north of the Convention Center, and is by far the most successful gaming facility in the state of Illinois. In addition to a wide variety of gambling options, the Rivers Casino features a Hugo's Frog Bar and Chop House, the asian-themed MianBar, Flipt Gourmet Burger Bar and the Cube nightclub, featuring a state-of-art sound system and variety of live entertainment.

In addition to the MB Financial Park, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Rosewood, Carlucci, Nick's Fishmarket and Harry Caray's are all fine dining establishments that call the community home, as do popular and casual spots such as RAM Restaurant, T.G.I. Fridays, Laredo's Mexican and Giordano's, known for its Chicago style deep dish pizza.



*For all that Rosemont has to offer go to*  
***www.rosemont.com***





www.resexpo.com

# Show Information

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

## SHOW COLORS

Back Drape: White

Side Drape: White

Carpet: Food Section: Teal  
Home & Health: Red

\*Note that Thursday set-up must be arranged in advance through RES. Contact RES Customer Service at [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com) to request move in scheduling for Thursday, November 12, 2015

## STANDARD BOOTH PACKAGE

Be sure to complete the PLMA Master Booth Order Form in order to receive the following:

1 - 6' x 30" Skirted Table

2 - Side Chairs

1 - Wastebasket

Standard Grey Booth Carpet

## EXHIBITOR MOVE-IN

\*Thursday, November 12, 2015

8:00 am - 6:00 pm (Booth Displays of 600+ square feet only)

Friday, November 13, 2015

8:00 am - 6:00 pm

Saturday, November 14, 2015

8:00 am - 6:00 pm

Sunday, November 15, 2015

8:00 am - 6:00 pm

## SHOW HOURS

Monday, November 16, 2015

9:00 am - 6:00 pm

Tuesday, November 17, 2015

9:00 am - 4:00 pm

## EXHIBITOR MOVE-OUT

Tuesday, November 17, 2015

4:00 pm - 10:00 pm

Wednesday, November 18, 2015

8:00 am - 1:00 pm

## SHOW MANAGEMENT INFORMATION

Mr. Anthony Aloia

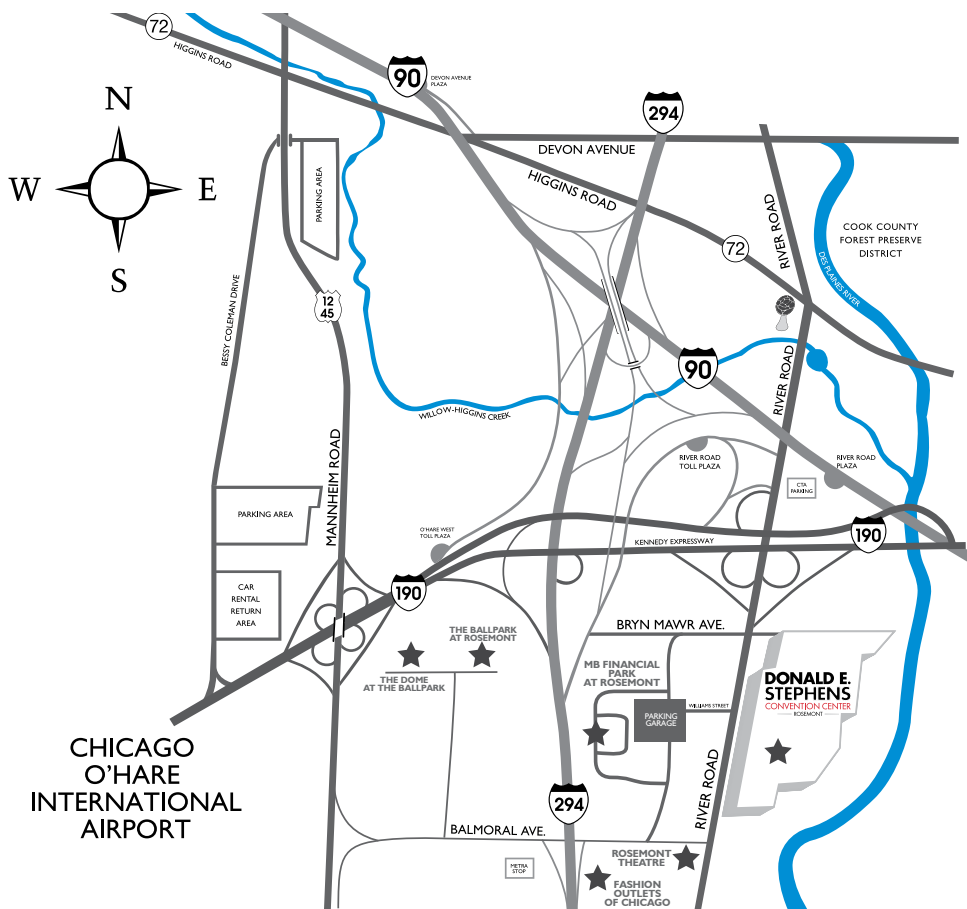
Private Label Manufacturers Association

630 Third Avenue

New York, NY 10017

Phone: (212) 972-3131

Fax: (212) 983-1382



**Donald E. Stephens Convention Center**  
5555 N. River Road - Rosemont, IL 60018

### FROM O'HARE:

East on the Kennedy Expressway to the River Road south exit.

### FROM DOWNTOWN CHICAGO:

Northwest on the Kennedy Expressway to O'Hare Airport (190 west) Exit River Road, before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

### FROM THE NORTH/NORTHWEST:

Take the Northwest Toll-Way (90) or the Tri-State Toll-Way (294) to the O'Hare exit, pay toll, proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately cloverleaf back down on 190 east to Chicago. Proceed east approximately one-half mile to the River Road south exit.

### FROM THE SOUTH:

Take the Tri-State Toll-Way (294) to the O'Hare/River Road (190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stop light, turn right on River Road. The Convention Center is located 3 blocks on the left.

### AREA HOTELS:

- |                       |                                    |                           |
|-----------------------|------------------------------------|---------------------------|
| • Aloft Hotel         | • Embassy Suites O'Hare            | • Hyatt Rosemont          |
| • Best Western        | • Hilton Garden Inn                | • Loews                   |
| • Courtyard           | • Hilton Rosemont / Chicago O'Hare | • Sheraton Gateway Suites |
| • Crowne Plaza O'Hare | • Holiday Inn & Suites             | • Westin O'Hare           |
| • DoubleTree Hotel    | • Hyatt Regency O'Hare             |                           |





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# Rosemont Public Safety Requirements

## PLANS

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose on them are required to submit three (3) scaled floor plans of their exhibit to the Fire Department. Plans that are rejected will be sent back to the submitter for correction. Plans that are approved will also be sent back to the submitter and to the facility.

## COMBUSTIBLES

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily.

## EXHIBIT BOOTHS

All draperies, back drops, booth partitions, and table coverings shall be cleared of non-combustible or fire retardant materials.

## ELECTRICAL

All wiring, hook ups, flood lights, etc., must meet Village code. If an extension cord is used on display equipment, it should be of adequate size, U.L. approved, be in operable condition, and three wire grounded. If in doubt of access availability for power needs, or when requiring more than normal power, check in advance with the show electrician.

## NO STORAGE

No storage of any kind is allowed behind the backdrapes. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping to remove.

## DISPLAY OF MOTOR VEHICLES

Any automobile, motorcycle, truck, boat, or other equipment burning Class 1 fuel shall comply with the following requirements:

1. The fuel supply for 4-piston and under engines shall be none.
2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
4. Any battery or power source for the engine shall be disconnected.
5. No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau.

Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

## OPEN FLAMES & HEATING DEVICES

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

## EXPLOSIVES

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type without approval from the Fire Prevention Bureau.

## FIRE MARSHALL

To contact the Fire Prevention Bureau please call 847/823-1134 ext 340 or email: RamirezJ@VillageOfRosemont.org

## EMERGENCY EQUIPMENT

No extinguishers, emergency phones, sprinkler valves or hose connections shall be obstructed by booths, stands or any other items of exhibit.

## CYLINDERS

Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

## ENTRANCE AND EXIT DOORS

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building, such as vehicles parked in doorways or barricades across sidewalks. No vehicles shall be parked in fire lanes outside of building.

## SMOKING

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Donald E. Stephens Convention Center.

## FOOD SERVICE

No food or beverage may be brought into the Convention Center from outside the facility. All food and beverage consumed on the premises must be provided by Rosemont Catering Company. For more information call 847-692-6415.



www.resexpo.com

EAC/I & D

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

To: Rosemont Exposition Services, Inc.

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

I & D Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

	Exhibitor Will Pay	I & D Co. Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

#### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CW2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

#### Acceptance of this is contingent upon:

*An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.*

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797





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# Third Party Billing

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

To: Rosemont Exposition Services, Inc.

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

Third Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

	Exhibitor Will Pay	Third Party Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

## Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CW2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

## Acceptance of this is contingent upon:

*An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.*

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

## www.resexpo.com STEP BY STEP ONLINE ORDERING

- 1) Access our website at [www.resexpo.com](http://www.resexpo.com).
- 2) Use the pull-down menu at the top of the page to take you to your upcoming show. Click on the show you will be attending.
- 3) The page will now change where you will see three boxes. Enter your booth number in the first box. (If you have multiple booths, use the lowest number). Tab over and enter your area code. Tab again and enter the rest of your phone number. Do not use dashes ( Corporate Phone #   ).

**THEN,** Click on



- 4) The page will **"Thank You For Logging In"**. Scroll down to the bottom of the page and click that you accept the payment policy and have agreed to it.
- 5) After accepting, your screen will change again **"Welcoming"** you to the show.
- 6) The seven tabs at the top of the page can be used to navigate the various RES services.
- 7) After you have completed your order(s) and proceeded to check out, you have three options for payment:
  - a. Credit Card Payment to finish transaction online.
  - b. Print order and submit with credit card either by fax or mail.
  - c. Print order and mail with a check.

*All orders are verified for accuracy.  
A confirmation will be sent via email or fax  
at that time, not necessarily at the time of  
submitting.*

*For questions and further information  
please call: 847-696-2208*







www.resexpo.com

# Order Summary and Payment

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, E-mail or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
E-mail: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice.

Please indicate below method of payment to be used for services provided by ROSEMONT EXPOSITION SERVICES.

\_\_\_\_\_ CASH  
\_\_\_\_\_ CREDIT CARD  
\_\_\_\_\_ CHECK Check # \_\_\_\_\_

Check should be made payable to

**Rosemont Exposition Services, Inc.**

Rosemont Exposition Services requires pre-payment of all advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Discover Card.

For information on wire transfers please contact Customer Service at 847-696-2208.

If you wish to authorize Rosemont Exposition Services to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative, as well as outbound billing to your credit card account, please complete the information requested below.

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Custom Furniture	\$
Carpet Rental	\$
Exhibit Rental	\$
Pegboard Rental	\$
VU Case Rentals	\$
Signage & Graphics	\$
RES Extras	\$
Floral	\$
Photography	\$
Electrical Service	\$
Plumbing Service	\$
Cleaning	\$
Internet & Telecommunications	\$
Computer Rental	\$
Audio Visual	\$
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$
Net Amount Due	\$

## Payment Information for Credit Cards

☐ MasterCard

☐ VISA

☐ American Express

☐ Discover Card

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CV2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Company Name: \_\_\_\_\_ Show Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

By signing, I agree to all Terms and Conditions as outlined on the reverse side of this form.

Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center.



www.resexpo.com

# Terms And Conditions

## ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on show site must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your show site representative is aware of this policy, and has a means of payment. The credit card authorization section of this form can also be used for show site payments.

## STANDARD FURNITURE - CARPET RENTAL - CUSTOM FURNITURE - UTILITIES

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services, Inc. For credit card payment please fill out the Order Summary and Payment Sheet included in your exhibitor kit. Orders and payment must be received by the deadline date indicated to be charged at the discount rate.

Note that discount rates are available only if orders are received by RES on or before the deadline date identified on each of the service order forms included in this kit. Also please be aware of all terms and conditions as outlined on the Standard Furniture, Carpet, Custom Furniture and Utilities Forms. Adjustments cannot be made after the event.

## CANCELLATION TERMS

There will be a 100% charge on skirted tables and drape cancelled once show set-up has begun. Cancellation charges for all other items is 50% of the standard rate. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

## LABOR

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk, pick up and sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. Number of workers required will be determined by labor foreman.

## MATERIAL HANDLING

Drayage and warehouse freight are billed on a round-trip basis, and invoicing will be done from the actual weight as listed on the inbound bills of lading. If you have any questions about material handling, please contact our Customer Service Department. NOTE THAT NO ADJUSTMENTS TO DRAYAGE CHARGES WILL BE MADE ONCE THE SHOW MOVE-OUT HAS CONCLUDED.

## WASTE REMOVAL

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.





www.resexpo.com

# PLMA Master Booth Form

Private Label Trade Show  
November 15-17, 2015

Deadline To Receive Discounted Rates:  
October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

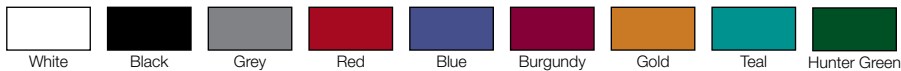
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

The below listed items are being provided through PLMA as part of your Standard Booth Rental. Note that in order to receive these items they must be ordered by submitting this order form to RES. Your company is entitled to standard carpeting for the entire booth space, as well as one skirted table, two side chairs and one wastebasket per 10' x 10' space. Please indicate your requirements below.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Table Skirt Color: \_\_\_\_\_

Table Skirt Colors



6' x 30" Table(s) : ☐ YES ☐ NO

Wastebasket: ☐ YES ☐ NO

Standard Grey Carpet: ☐ YES ☐ NO

Side Chairs: ☐ YES ☐ NO

## ADDITIONAL EQUIPMENT

### SKIRTED TABLES & RISERS

Any order received without a specific color will be accommodated with show colors.



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Skirted Table	_____ x	\$90.00	\$125.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$95.00	\$130.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$100.00	\$135.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$105.00	\$140.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$110.00	\$145.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$115.00	\$150.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$45.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$15.00	\$20.00	\$ _____
Skirt color	_____			



### BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$130.00	\$160.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$135.00	\$165.00	\$ _____
Arm Chair	_____ x	\$75.00	\$100.00	\$ _____
Black Barstool with back	_____ x	\$75.00	\$100.00	\$ _____
Side Chair	_____ x	\$60.00	\$85.00	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



www.resexpo.com

# Standard Furniture

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

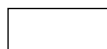
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## SKIRTED TABLES & RISERS

Any order received without  
a specific color will be  
accommodated with show colors.



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Skirted Table	_____ x	\$95.00	\$130.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$95.00	\$130.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$105.00	\$140.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$105.00	\$140.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$115.00	\$150.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$115.00	\$150.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$45.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$15.00	\$20.00	\$ _____
Skirt color	_____			



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

## UNSKIRTED TABLES & RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$45.00	\$65.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$45.00	\$65.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
1' x 4' x 1' Riser	_____ x	\$30.00	\$50.00	\$ _____
1' x 6' x 1' Riser	_____ x	\$35.00	\$55.00	\$ _____

## BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$130.00	\$160.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$135.00	\$165.00	\$ _____
Arm Chair	_____ x	\$75.00	\$100.00	\$ _____
Black Barstool with back	_____ x	\$75.00	\$100.00	\$ _____
Side Chair	_____ x	\$60.00	\$85.00	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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# Standard Booth Accessories

Private Label Trade Show

November 15-17, 2015

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## BOOTH ACCESSORIES



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Chrome Coat Tree	_____ x	\$45.00	\$60.00	\$ _____
Clothes Rack	_____ x	\$40.00	\$50.00	\$ _____
Wastebasket	_____ x	\$15.00	\$20.00	\$ _____
Large Trash Can	_____ x	\$30.00	\$45.00	\$ _____
22"x28" Sign Holder	_____ x	\$75.00	\$105.00	\$ _____
Adjustable Easel	_____ x	\$30.00	\$45.00	\$ _____
Wooden Park Bench	_____ x	\$165.00	\$195.00	\$ _____
Bag Display	_____ x	\$60.00	\$90.00	\$ _____
Chrome Stanchion	_____ x	\$40.00	\$55.00	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$90.00	\$120.00	\$ _____



## SPECIAL BOOTH DRAPE & EQUIPMENT

### Drape Colors



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Background Drape (8' high)	_____ ft x	\$12.50/ft	\$17.50/ft	\$ _____
Side Drape (3' high)	_____ ft x	\$7.50/ft	\$10.00/ft	\$ _____
Drape color	_____			
Up-Rights 3' high	_____ x	\$12.50	\$17.50	\$ _____
Up-Rights 8' high	_____ x	\$12.50	\$17.50	\$ _____
Crossbars	_____ x	\$12.50	\$17.50	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797





www.resexpo.com

# Standard Counters / Workstations

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

RES has a complete line of computer stands and workstations in stock and ready to use. Each of the units pictured below include your company graphics where indicated, as well as delivery and set-up. Computer equipment and monitors are available on the Computer Rental form included in the service manual.

## Square Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
23" wide x 39" tall x 23" deep

Graphic Size:  
22" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$400.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Double Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
46" wide x 39" tall x 23" deep

Graphic Size:  
44" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Oval Tambour Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 40" tall x 23" deep

Graphic Size:  
24" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Stratus Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 87" tall x 27" deep

Graphic Size:  
18" wide x 44" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Truss Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
29" wide x 92" tall x 46" deep

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$675.00 \$ \_\_\_\_\_  
COUNTER TOTAL



## Meter Counter

Blank Panel Colors Available:  
black, grey, white

Overall Size:  
41 1/2" wide x 39" tall x 21" deep

Graphic Size:  
38 1/4" wide x 34 3/8" tall

Panel Color \_\_\_\_\_

\_\_\_\_\_ x \$500.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Curved Counter

Blank Panel Colors Available:  
black, grey, white

Overall Size:  
58" wide x 39" tall x 28" deep

Graphic Size:  
60 11/16" wide x 34 3/8" tall

Panel Color \_\_\_\_\_

\_\_\_\_\_ x \$650.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Counter with Header

Blank Panel Colors Available:  
black, grey, white

Overall Size:  
60" wide x 96" tall x 21" deep

Graphic Size:  
57 3/4" wide x 34 3/8" tall

Panel Color \_\_\_\_\_

\_\_\_\_\_ x \$750.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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# Custom Furniture

Please Mail, Email or Fax  
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Private Label Trade Show

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ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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## CHAIRS

CH100	JACOBSON CHAIR	BK WH	110	140		
CH101	DELTA CHAIR	BK	120	160		
CH102	MONACO CHAIR	BK	120	160		
CH104	TOLEDO CHAIR	NAT	120	160		
CH106	CRISS CROSS CHAIR	WH	120	160		
CH107	HALLE CHAIR	BK BL	120	160		
CH111	STUDIO CHAIR	WH	120	160		
CH113	LESLIE CHAIR	WH	120	160		
CH114	TENDY CHAIR	BK, WH, WNG	120	160		
CH115	SHEN CHAIR	BK, WH	140	190		
CH116	FORENZA CHAIR	CL, OR	140	190		
CH117	GENEVA CHAIR	WH	120	160		

## BAR STOOLS

ST200	RUBIN BAR STOOL	NAT BK	140	190		
ST201	DELTA BAR STOOL	BK	140	190		
ST202	MONACO BAR STOOL	BK	140	190		
ST203	EQUINO STOOL, Adj.	BK, RD, WH	175	225		
ST204	TOLEDO BAR STOOL	NAT	150	200		
ST206	CRISS CROSS BAR STOOL	WH	140	190		
ST207	HALLE BAR STOOL	BK, BL	140	190		
ST208	TICKLE STOOL, Adj.	WH, OR, RD	140	190		
ST213	ENZO BAR STOOL	BK	150	200		
ST214	TENDY BAR STOOL	BK, WH, WNG	140	190		
ST215	SHEN BAR STOOL	BK, WH	170	215		
ST216	FORENZA BAR STOOL	CL, OR	170	215		
ST218	EURO BAR STOOL, Adj.	BK, WH	150	200		
ST219	TECH STOOL, Adj.	WH	150	200		

## CAFÉ TABLES

CT300	PEDESTAL TABLE 24"DIA	BK, WH	135	175		
CT301	PEDESTAL TABLE 30"DIA	BK, WH	150	200		
CT302	CAFE TABLE 36" DIA	BK, GY, WH	165	210		
CT303	CAFE TABLE 42" DIA	BK, GY, WH	175	225		
CT304	CHROME/GLASS TABLE 42 DIA	GLASS	150	200		
CT306	TRAVE TABLE 36"DIA	GLASS	180	235		
CT307	BISTRO TABLE 30"DIA	NAT, BK, WH, WNG	165	210		
CT309	MONACO TABLE 36"TRI	GL	175	225		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	150	200		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	150	200		
CT315	TONIA TABLE 27.5 Round	WH	165	210		
CT350	AVANTE 36X30	GLASS	210	275		
CT353	ALTOS TABLE 36X60	GLASS	240	315		
CT355	ABBY TABLE 36X60	WH	240	315		

## BAR TABLES AND BARS

BT400	BAR PEDESTAL TABLE 24"DIA	BK, WH	150	200		
BT401	BAR PEDESTAL TABLE 30"DIA	BK, WH	165	210		
BT402	BAR HIGH TABLE 36" DIA	BK, WH, GY	175	225		
BT403	SPYRA BAR TABLE 30"DIA	MULTI	200	265		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	210	275		
BT407	BRAVO BAR TABLE 30"DIA	NT, BK, WH, WNG	180	235		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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BT409	MONACO BAR TABLE 36"TRI	GLASS	180	235		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	170	215		
BT450	MANHATTAN BAR	STAINLESS	660	875		
BT451	INFORMATION COUNTER	BK, WH	330	445		
BT453	MILANO BAR	BK, WH, WNG	660	875		
BT454	BALI BAR	BK, WH	450	585		

## MODULAR BARS AND LED PEDESTALS

BT460	ITALIA CURVED BAR w/light	WH	600	780		
BT461	ITALIA BAR w/light	WH	480	640		
BT462	ITALIA CORNER BAR w/light	WH	480	640		
BT463	ITALIA DELUXE BAR w/light	WH	720	950		
BT480	MOD CYLINDER PEDESTAL 18	WH	150	195		
BT481	MOD CYLINDER PEDESTAL 30	WH	180	235		
BT482	MOD CYLINDER PEDESTAL 42	WH	210	275		
BT483	MOD CUBE 24X24	WH	180	235		
BT484	MOD CUBE PEDESTAL 21X42	WH	210	275		
BT485	LED LIGHT w/adapter for use with BT480-BT48	MULTI (RBGW)	90	125		
BT490	LUMA CUBE w/light	WH	240	315		

## CONFERENCE AND OFFICE CHAIRS

CO500	DAVE CHAIR	BK	150	200		
CO501	DANIELLE SIDE CHAIR	BK	140	190		
CO502	OTTO CHAIR	BK, WH	165	215		
CO505	LEATHER GUEST CHAIR	BK	150	200		
CO506	LEATHER HIGHBACK CHAIR	BK	165	210		
CO507	GUEST CHAIR	BK	125	160		
CO508	MIDBACK CHAIR	BK	140	190		
CO509	STACKABLE SIDE CHAIR	BK	70	100		
CO510	STACKABLE ARM CHAIR	BK	75	105		
CO511	EUROPA CHAIR	BK	110	145		
CO512	TASK CHAIR	BK	105	140		
CO513	TASK STOOL	BK	130	180		
CO514	EXECUTIVE TASK CHAIR	BK	165	215		
CO517	CAD STOOL	WH	150	200		
CO518	RECEPTION CHAIR	BK	160	210		

## CONFERENCE TABLES

CF603	CONFERENCE TABLE 48"DIA	BK, WH, GY COG, MAP	270	360		
CF605	RECTANGULAR TABLE 6'	BK, COG, MAP	330	440		
CF606	CONFERENCE TABLE 6'	BK, WH, GY	300	390		
CF608	CONFERENCE TABLE 8'	BK, WH, GY	360	480		

## OFFICE FURNITURE

OF650	DESK W/LOCKING 2-DRAWER	BK	360	465		
OF652	LATERAL FILE, LOCKING	BK	275	365		
OF653	STORAGE CABINET LOCKING	BK	250	350		
OF654	COMPUTER WORKSTATION	BK	135	170		
OF658	SIDEBOARD	MAP, WNG	360	465		
OF670	PARSON DESK	BK, WH	250	350		

CONTINUED ON NEXT PAGE

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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# Custom Furniture Continued

Private Label Trade Show

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ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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## LOUNGE SEATING

LG700	ERIN LEATHER SOFA	BK	450	585		
LG701	ERIN LEATHER LOVESEAT	BK	420	550		
LG702	ERIN LEATHER CHAIR	BK	390	520		
LG706	SCANDIC LEATHER SOFA WH	RED	450	585		
LG707	SCANDIC LEATHER CHAIR WH	RED	390	520		
LG710	SIMPSON SOFA	CREAM	360	480		
LG711	SIMPSON CHAIR	SAGE, GOLD RD, CREAM, BK	270	360		
LG712	SOLO SOFA	BK	390	520		
LG713	SOLO LOVESEAT	BK	350	465		
LG714	SOLO CHAIR	BK	300	390		
LG717	IBIZA CHAIR	WH	450	585		
LG718	CELINI SOFA	WH, RED	480	630		
LG719	CELINI CHAIR	WH, RED	420	560		
LG720	CAPRI SECTIONAL SOFA	BK, WH	475	625		
LG721	CAPRI SECTIONAL BENCH	BK, WH	360	460		
LG724	SOHO CURVED BANQUETTE	WH	540	710		
LG726	MADISON SECTIONAL	BK, WH	180	240		
LG727	MADISON CORNER SECT.	BK, WH	210	280		
LG728	MARSHMALLOW SOFA	WH	480	630		
LG729	MIAMI CHAIR	WH	390	520		
LG750	BENCH OTTOMAN	BK, WHITE	210	275		
LG755	BLOCK OTTOMAN	BK, WH, BL	105	140		
LG756	ANGLE OTTOMAN	BK, SILVER, WH	360	480		
LG757	RECTANGLE BLOCK OTTOMAN	BK, SILVER, WH	180	240		
LG760	CAPRI ROUND OTTOMAN	WH	180	240		
LG762	JAVA BENCH 4'	WALNUT	200	265		
LG763	JAVA BENCH 6'	WALNUT	210	275		
LG780	STEN SWIVEL CHAIR	BK, RED, WH	180	240		
LG787	PLUTO CHAIR	WH	180	240		

## OCCASSIONAL TABLES

OT800	MONZA SQUARE COCKTAIL	BK	180	240		
OT801	MONZA OVAL COCKTAIL	BK	175	225		
OT802	MONZA END TABLE	BK	140	190		
OT803	MONZA SOFA TABLE	BK	185	240		
OT818	SEATTLE COCKTAIL TABLE	CAPPUCCINO	165	215		
OT819	SEATTLE END TABLE	CAPPUCCINO	140	190		
OT820	SEATTLE SOFA TABLE	CAPPUCCINO	180	240		
OT828	ABBY COCKTAIL TABLE	WH, WNG	200	265		
OT829	ABBY END TABLE	WH, WNG	165	215		
OT830	JUPITER SIDE TABLE	BK, WH	165	215		
OT832	EILEEN GREY SIDE TABLE	GL	165	215		
OT837	SIENA COCKTAIL TABLE	GL	165	215		
OT838	SIENA END TABLE	GL	140	190		
OT839	LINEAR COCKTAIL BENCH	STEEL	200	265		
OT840	LINEAR END BENCH	STEEL	165	215		
OT841	GIO COCKTAIL TABLE	ESPRESSO	165	215		
OT842	GIO END TABLE	ESPRESSO	140	190		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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OT843	SPA COCKTAIL TABLE	GL	200	260		
OT844	SPA END TABLE	GL	165	215		
OT846	ICE COCKTAIL TABLE	GL	200	260		
OT847	ICE END TABLE	GL	165	215		
OT848	ICE SOFA TABLE	GL	210	275		
OT850	MONTEREY COCKTAIL TABLE	BK	165	210		
OT851	MONTEREY END TABLE	BK	130	170		
OT852	MONTEREY SOFA TABLE	BK	165	215		
OT855	KLUB COCKTAIL TABLE	WH	200	260		
OT856	KLUB END TABLE	WH	165	215		
OT857	KLUB SOFA TABLE	WH	210	275		
OT858	KAI COCKTAIL TABLE	BK	200	260		
OT859	KAI END TABLE	BK	165	215		
OT860	FIJI COCKTAIL TABLE	GL	200	260		
OT861	FIJI END TABLE	GL	165	215		

## EXTRAS

XT199	FOLDING CHAIR	GY	50	75		
XT904	REFRIGERATOR 4.1 CF	WH	195	250		
XT906	VELOUR ROPE	BK, RD, GY	30	40		
XT909	WATERFALL CLOTHES RACK	CHROME	100	135		
XT910	COAT TREE ALUMINUM	61	85	125		
XT911	WASTEBASKET	BK	35	60		
XT913	6 POCKET LIT RACK	BK	105	140		
XT915	CURVED 6 POCKET LIT RACK	SILVER	140	190		
XT916	COMPUTER PEDESTAL 24X42	BK, WH	310	410		
XT919	CUBE PEDESTAL	BK WH	200	260		
XT921	VEGA TABLE 18" DIA. Adj.	BK, BL, RD, YL, GR	105	140		
XT922	LAURENCE SHELF 72" H	BK, WH	165	215		
XT923	METAL SHELVING 54" H	BK, CH	105	140		
XT924	METAL SHELVING 72" H	BK CH	140	190		
XT925	CUBE SHELF 58"H NAT	WH	140	190		
XT926	SHOJI SHELF 71"H	WENGE	165	210		
XT948	5 TIER LOCKER	BK	200	260		
XT950	DECO LAMP	AA-WH	100	135		
XT950	LIMA LAMP	BB-BK	100	135		
XT950	SHIMMER LAMP	CC-SLV	100	135		
XT951	DECO FLOOR LAMP	BB	165	210		
XT951	LIMA FLOOR LAMP	AA	165	210		
XT951	SHIMMER FLOOR LAMP	CC-SLV	165	210		
XT954	ARCH FLOOR LAMP	WH/STEEL	200	260		
XT955	TOWER FLOOR LAMP	WH	165	210		
XT956	STUDIO FLOOR LAMP	SILVER	195	250		

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

### Chairs



CH100 JACOBSON CHAIR  
Black, White



CH101 DELTA CHAIR  
Black



CH102 MONACO CHAIR  
Black



CH104 TOLEDO CHAIR  
Natural/Chrome



CH106 CRISS CROSS  
White/Chrome



CH107 HALLE CHAIR  
Black, Blue



CH111 STUDIO CHAIR  
White



CH113 LESLIE CHAIR  
White



CH1114 TENDY CHAIR  
Black, White, Wenge



CH115 SHEN CHAIR  
Black, White



CH116 FORENZA CHAIR  
Clear, Orange, Red



CH117 GENEVA CHAIR  
White

### Bar Stools



ST200 RUBIN STOOL  
Natural, Black



ST201 DELTA STOOL  
Black



ST202 MONACO STOOL  
Black



ST203 EQUINO STOOL  
Black, Red, White - Adj.



ST204 TOLEDO STOOL  
Natural/Chrome



ST206 CRISS CROSS STOOL  
White/Chrome



ST207 HALLE STOOL  
Black, Blue



ST208 TICKLE STOOL  
White, Orange, Red - Adj.



ST213 ENZO STOOL  
Black



ST214 TENDY STOOL  
Black, White, Wenge



ST215 SHEN STOOL  
Black, White



ST216 STOOL  
Clear, Orange, Red



ST218 EURO STOOL  
Black, White - Adj.



ST219 TECH STOOL  
White - Adj.



### Café Tables



CT300/CT301 PEDESTAL TABLE  
24" OR 30" Round - Black, White



CT302/CT303 CAFE TABLE  
36" or 42" Round - Black, White, Grey



CT304 CHROME/GLASS  
42" Round Glass



CT306 TRAVE TABLE  
36" Round Chrome/Glass



CT307 BISTRO TABLE  
30" Round Black, Natural, Wenge, White



CT309 MONACO TABLE  
36" Black/Glass



CT310 CHROMA TABLE  
27.5" Aluminum Square



CT311 CHROMA TABLE  
27.5" Aluminum Round



CT315 TONIA TABLE  
27" Round White



CT350 AVANTE  
36" x 60" Glass



CT353 ALTOS TABLE  
36" x 60" Chrome/Glass



CT355 ABBY TABLE  
36" x 60" White

### Bar Tables and Bars



BT400/401 BAR PEDESTAL TABLE  
24" & 30" Round - White, Black



BT402 BAR HIGH TABLE  
36" Round - Black, White, Grey



BT403 SPYRA BAR TBL  
30" Dia. Chrome/GL Light



BT406 TRAVE BAR TABLE  
32" Round - Chrome/Glass



BT407 BRAVO BAR TABLE  
30" Round - Natural, Black, White, Wenge



BT409 MONACO BAR TABLE  
36" Tri. Cherry, Glass



BT410 CHROMA BAR TABLE  
23.5" Round - Aluminum



BT450 MANHAI TAN BAR  
Black/Stainless



BT451 INFORMATION COUNTER  
Black, White



BT453 MILANO BAR  
Black, White, Wenge



BT454 BALI BAR  
Black, White

### Modular Bars and LED Pedestals



BT460 ITALIA CURVED BAR  
White, with light



BT461 ITALIA BAR  
White, with light



BT462 ITALIA CORNER BAR  
White, with light



BT463 ITALIA DELUXE BAR  
White, with light



BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL 21\"/>



BT483 / BT484 MOD CUBE PEDESTAL  
White, 24x24\"/>



BT485 LED LIGHT w/adaptor  
Red, Blue, Green, White



BT490 LUMA CUBE  
White, w/light 24x24\"/>

### Conference and Office Chairs



CO500 DAVE CHAIR  
Black/Chrome



CO501 DANIELLE SIDE CHAIR  
Black/Chrome



CO502 OTTO CHAIR  
Black/Chrome, White/Chrome



CO505 LEATHER GUEST CHAIR  
Black



CO506 LEATHER HIGHBACK CHAIR  
Black



CO507 GUEST CHAIR  
Black



CO508 MIDBACK CHAIR  
Black



CO509 STACKABLE SIDE CHAIR  
Black



CO510 STACKABLE ARM CHAIR  
Black



CO511 EUROPA CHAIR  
Black



CO512 TASK CHAIR  
Black



CO513 TASK STOOL  
Black, Adj.



CO514 EXECUTIVE TASK CHAIR  
Black



CO517 CAD STOOL  
White



CO518 RECEPTION CHAIR  
Black

## Conference Tables



CF603 CONFERENCE TABLE

48" Round - Black, White, Grey, Maple, Cognac



CF605 RECTANGULAR CONFERENCE TABLE

6' Black, White, Maple, Cognac, Wenge



CF606/CF608 CONFERENCE TABLE

6' & 8' Black, White, Grey



CF610 OVAL CONFERENCE TABLE

10' Black

## Office Furniture



OF650 DESK TWO DRAWER

Black - Locking



OF652 LATERAL FILE

Black- Locking



OF653 STORAGE CABINET

Black - Locking



OF654 COMPUTER WORKSTATION

Black



OF658 SIDEBOARD

Maple, Wenge



OF670 PARSON DESK

Black, White

Lounge Seating



LG700 ERIN SOFA  
Black Leather



LG701 ERIN LOVE SEAT  
Black Leather



LG702 ERIN CHAIR  
Black Leather



LG706 SCANDIC SOFA  
Red, White Leather



LG707 SCANDIC CHAIR  
Red, White Leather



LG710 SIMPSON SOFA  
Cream



LG711 SIMPSON CHAIR  
Sage, Gold, Red, Black, Cream (not shown)



LG712 SOLO SOFA  
Black



LG713 SOLO LOVESEAT  
Black



LG714 SOLO CHAIR  
Black



LG717 IBIZA CHAIR  
White



LG718 CELINI SOFA  
Red, White



LG719 CELINI CHAIR  
Red, White





## Lounge Seating



LG720 CAPRI SECTIONAL SOFA  
Black, White



LG721 CAPRI SECTIONAL BENCH  
Black, White



LG724 SOHO CURVED BANQUETTE  
White



LG726 MADISON ARMLESS SECTIONAL  
Black, White



LG727 MADISON CORNER SECTIONAL  
Black, White



LG728 MARSHMALLOW SOFA  
White



LG729 MIAMI CHAIR  
White



LG750 BENCH OTTOMAN  
Black Leatherette, White Microfiber



LG 755 BLOCK OTTOMAN  
Blue Microfiber, Black and White Leatherette



LG756 ANGLE OTTOMAN  
Black, Silver, White Leatherette



LG757 RECTANGLE BLOCK OTTOMAN  
Black, Silver, White Leatherette



LG762/LG763 JAVA BENCH  
Walnut, 48" or 72"



LG760 CAPRI OTTOMAN  
White



LG780 STEN SWIVEL CHAIR  
Black, Red, White



LG787 PLUTO CHAIR  
White

### Occasional Tables



OT800 MONZA COCKTAIL TBL.  
Black



OT801 MONZA COCKTAIL TBL.  
Black



OT802 MONZA END TBL.  
Black



OT803 MONZA SOFA TABLE  
Black



OT818 SEATTLE COCKTAIL TBL.  
Cappuccino



OT819 SEATTLE END TBL.  
Cappuccino



OT820 SEATTLE SOFA TBL.  
Cappuccino



OT828 ABBY COCKTAIL TABLE  
White, Wenge



OT829 ABBY END TABLE  
White, Wenge



OT830 JUPITER SIDE TABLE  
Black, White



OT837 SIENA COCKTAIL TABLE  
Chrome/Glass



OT838 SIENA END TABLE  
Chrome/Glass



OT839 LINEAR COCKTAIL TABLE  
Steel



OT840 LINEAR END TABLE  
Steel



OT841 GIO COCKTAIL TABLE  
Espresso



OT842 GIO END TABLE  
Espresso



OT843 SPA COCKTAIL TABLE  
Silver/Glass



OT844 SPA END TABLE  
Silver/Glass



OT846 ICE COCKTAIL TABLE  
Chrome/Glass



OT847 ICE END TABLE  
Chrome/Glass



OT848 ICE SOFA TABLE  
Chrome/Glass



OT850 MONTEREY COCKTAIL TABLE  
Black



OT851 MONTEREY END TABLE  
Black



OT852 MONTEREY SOFA TABLE  
Black



OT855 KLUB COCKTAIL TABLE  
White



OT856 KLUB END TABLE  
White



OT857 KLUB SOFA TABLE  
White



OT858 KAI COCKTAIL TABLE  
Black/Glass



OT859 KAI END TABLE  
Black/Glass



OT860 FIJI COCKTAIL TABLE  
Chrome/Glass



OT861 FIJI END TABLE  
Chrome/Glass

### Extras



XT199 FOLDING CHAIR  
Grey



XT904 REFRIGERATOR 4.1 CF  
White



906 VELOUR ROPE  
Black, Red



XT909 WATERFALL STAND  
Chrome - Adj.



XT910 COAT TREE  
Aluminum



XT911 WASTEBASKET  
Black



XT913 6-POCKET LIT. RACK  
Black



XT915 CURVED 6-POCKET  
Silver



XT948 5 TIER LOCKER  
Black



XT916 COMPUTER PEDESTAL 42" H  
24" Sq. Black, White - Locking



XT919 CUBE PEDESTAL 42" H  
24" Sq. Black, White



XT921 VEGA TABLE 18" DIA.  
Black, Blue, Red, Yellow, Green - Adj.



XT922 LAURENCE SHELF 72" H  
Black, White



XT923/XT924 METAL SHELING  
Black, Chrome 54"H or 72"H



XT925 CUBE SHELF  
Natural, White



XT926 SHOJI SHELF  
Wenge



XT950 TABLE LAMP  
AA-WH BB-BK CC-SLV



XT951 FLOOR LAMP  
AA-WH BB-BK CC-SLV



XT954 ARCH FLOOR LAMP  
White/Steel



XT955 TOWER FLOOR LAMP  
White



XT956 STUDIO FLOOR LAMP  
Silver



www.resexpo.com

# Standard Carpet Rental

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## STANDARD CARPET COLORS



Red



Teal



Plum



Grey



Hunter Green



Burgundy



Black



Blue

## CARPET

Any order received without a specific color will be accommodated with show colors.  
All pricing includes installation prior to move-in of the show.

	SIZE	DISCOUNT	STANDARD	TOTAL
_____	10' X 10'	\$155.00	\$195.00	\$_____
_____	10' X 15'	\$185.00	\$225.00	\$_____
_____	10' X 20'	\$215.00	\$255.00	\$_____
_____	10' X 30'	\$265.00	\$325.00	\$_____
_____	10' X 40'	\$345.00	\$415.00	\$_____
_____	10' X 50'	\$385.00	\$465.00	\$_____
_____	10' X 60'	\$415.00	\$515.00	\$_____
_____	10' X 70'	\$515.00	\$615.00	\$_____
_____	10' X 80'	\$585.00	\$685.00	\$_____

Carpet Color \_\_\_\_\_

## ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.00 sq. ft.	\$1.25 sq. ft.	\$_____
_____ Double thick 1" Rebond padding	\$2.00 sq. ft.	\$2.50 sq. ft.	\$_____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$_____
_____ Visqueen poly to cover carpeting	\$0.40 sq. ft.	\$0.65 sq. ft.	\$_____

ORDER TOTAL \$\_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797





www.resexpo.com

# Custom Carpet Rental

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## 26oz CUSTOM BOOTH CARPET

Indicate overall dimensions: Length x Width x Price = Total

For color samples please call Customer Service at 847-696-2208

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	x \$4.00 sq. ft.	\$4.50 sq. ft.	\$ _____



Silver Cloud



Charcoal



Onyx



Big Top Blue



Royal Blue



Red



Boysenberry



Silky Beige



Butter



Paprika

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	x \$8.00 sq. ft.	\$8.50 sq. ft.	\$ _____



White



Soft Ivory

## ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.00 sq. ft.	\$1.25 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.00 sq. ft.	\$2.50 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.40 sq. ft.	\$0.65 sq. ft.	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



www.resexpo.com

# Exhibit Rental Order Form

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## Package Number:

Each 10' exhibit receives: 1 table, 2 chairs, 1 carpet, 1 wastebasket, 3 shelves and daily booth vacuuming;  
double this amount if you are renting a 20' exhibit and so on...

## Header Copy:

## Panel/Fabric Color:

(See exhibit brochure for color availability)

## Shelving:

Flat Product Shelves \_\_\_\_\_ qty

Angled Literature Shelves \_\_\_\_\_ qty

## Table:

30" Round Table Unskirted Black Top

\_\_\_\_\_ qty

Skirted Table (indicate size, height, and color)

Sizes: \_\_\_\_\_ qty 2' x 4' • 2' x 6' • 2' x 8'

Height: \_\_\_\_\_ qty 30" • 42"

Skirt Color: \_\_\_\_\_



Black



Grey



Red



Blue



Burgundy



Teal



White



Green

## Chairs:

Side Chair Black \_\_\_\_\_

Arm Chair Black \_\_\_\_\_

Stool with Back \_\_\_\_\_

## Standard Carpet:



Black



Grey



Red



Blue



Burgundy



Teal



Plum

## Additional Accessories:

	AVAILABLE WITH PACKAGE #	COST	QUANTITY	TOTAL
Product shelf	All	\$50.00	_____	\$ _____
Literature shelf	All	\$50.00	_____	\$ _____
Cabinet 20"W x 40"L x 29"H	All	\$250.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$350.00	_____	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



www.resexpo.com

# Signature Booth Package Order Form

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## Signature Booth Packages

RES Signature Booth Packages are designed to offer everything your company will need for a successful exhibit experience with one simple step. Signature Booth Packages are available in 10' and 20' lengths, and can easily be modified to suit your needs. Just walk in, open for business, and leave everything where it is at the conclusion of the show!

### SIGNATURE PACKAGE #: P10

10' Flat Backwall - \$2,500



### SIGNATURE PACKAGE #: P20

20' Flat Backwall - \$3,750



#### Included In Signature Packages

- Package #: \_\_\_\_\_
- Skirt Color: \_\_\_\_\_  

Black	Grey	Red	Blue	Burgundy	Teal	White	Green
-------	------	-----	------	----------	------	-------	-------
- Panel Color: \_\_\_\_\_  

Black	Grey	Red	Blue	White
-------	------	-----	------	-------
- Carpet Color: \_\_\_\_\_  

Black	Grey	Red	Blue	Burgundy	Teal	Plum
-------	------	-----	------	----------	------	------
- Custom Header (117" x 11 3/4") :  
Print header copy below or contact Phil Hantak at  
phantak@rosemontexpo.com or 847.993.4809  

\_\_\_\_\_

\_\_\_\_\_
- Display Set-up
- Display Dismantle
- Custom Header
- 3 Shelves
- 30" Round Table
- 3 Side Chairs
- 1,000 Watt Electrical
- Daily Booth Vacuuming
- P10 - 1 6' x 30" Skirted Table  
P20 - 2 6' x 30" Skirted Table
- P10 - 1 4' Ficus Plants  
P20 - 2 4' Ficus Plants
- P10 - Corner Vision Showcase  
P20 - 5' Full Vision Showcase

**All Booth Packages can be Modified to Suit your Needs!**

for more information please call RES Customer Service at 847-993-4815

**ORDER TOTAL \$** \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

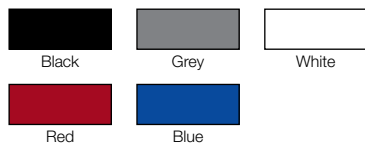
RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

## RES Hardwall Booth Packages Include - Per 10' Display

*Note: Electricity is not included in any package - see electrical form to order electric.*

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)
- 1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)
- 2 - Bar Stools
- 1 - Wastebasket

### Panel Colors:



### Carpet Colors:



**All Booth Packages can be Modified to Suit your Needs!**

for more information  
please call RES Customer Service  
at 847-993-4815

## PACKAGE #: H1

**10' Flat Backwall**  
**\$1,900**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (3) Side Panel - 18 1/2" x 91 1/4"
- (4) Return Panel - 57 3/4" x 34 3/8"



## PACKAGE #: H2

**20' Flat Backwall**  
**\$3,300**

### Panel Dimensions:

- (1) Header Panel - 97 1/8" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (2) Return Panel - 38 1/4" x 91 1/4"
- (2) Closet Panel - 38 1/4" x 91 1/4"
- (3) Backwall Panel - 18 1/2" x 91 1/4"



## PACKAGE #: H3

**20' Flat Backwall**  
**\$3,300**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Header Panel - 77 1/2" x 11 3/4"
- (3) Backwall Panel - 38 1/4" x 91 1/4"
- (4) Backwall Panel - 18 1/2" x 91 1/4"
- (5) Return Panel - 28 1/4" x 91 1/4"
- (6) Counter Front - 77 1/2" x 34 3/8"
- (7) Counter Side - 18 1/2" x 34 3/8"

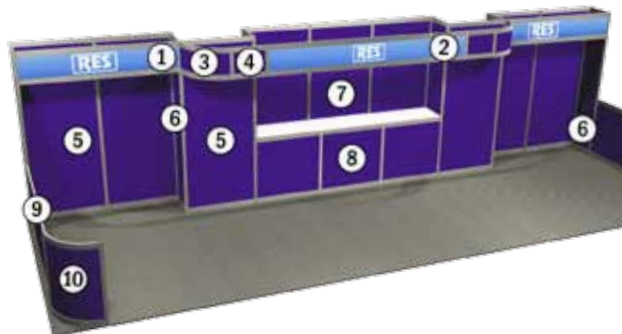


## PACKAGE #: H4

**30' Flat Backwall**  
**\$4,400**

### Panel Dimensions:

- (1) Header Panel - 77 1/2" x 11 3/4"
- (2) Header Panel - 117" x 11 3/4"
- (3) Small Curve - 29 13/16" x 11 3/4"
- (4) Small Top - 18 1/2" x 11 3/4"
- (5) Backwall Panel - 38 1/4" x 91 1/4"
- (6) Return Panel - 18 1/2" x 91 1/4"
- (7) Backwall Panel - 38 1/4" x 54 1/2"
- (8) Counter Panel - 38 1/4" x 34 3/8"
- (9) Side Panel - 77 1/2" x 34 3/8"
- (10) Side Curve - 29 13/16" x 34 3/8"

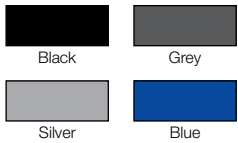


## RES Skyline Booth Packages Include - Per 10' Display

*Note: Electricity is not included in any package - see electrical form to order electric.*

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)
- 1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)
- 2 - Bar Stools
- 1 - Wastebasket

### Fabric Panel Colors:



### Carpet Colors:



**All Booth Packages can be Modified to Suit your Needs!**

for more information  
please call RES Customer Service  
at 847-993-4815

## PACKAGE #: S1

### 10' Curved Backwall

**\$1,650**

#### Panel Dimensions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Backwall Panel (Minus Header) - 117 1/2" x 74 3/4"  
(overall backwall panel size 117 1/2" x 89 1/4")
- (3) Concave Panel - 29 3/8" x 89 1/4"



## PACKAGE #: S2

### 10' Backwall with Counter

**\$1,900**

#### Panel Dimensions:

- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 38 1/2"  
(overall backwall panel size 46" x 52")
- (3) Angled Panel (Minus Header) - 23" x 38 1/2"  
(overall backwall panel size 23" x 52")
- (4) Side Panel - 23" x 92"
- (5) Under Counter - 69" x 39"



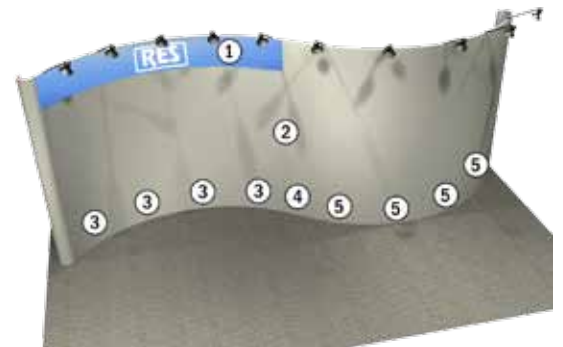
## PACKAGE #: S3

### 20' Serpentine Backwall

**\$3,000**

#### Panel Dimensions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Overall Backwall - 274 1/2" x 89 1/4"
- (3) Concave Panel - 29 3/8" x 89 1/4"
- (4) Middle Panel - 14 1/2" x 89 1/4"
- (5) Convex Panel - 32 5/8" x 89 1/4"



## PACKAGE #: S4

### 20' Backwall with Truss Tower

**\$3,300**

#### Panel Dimensions:

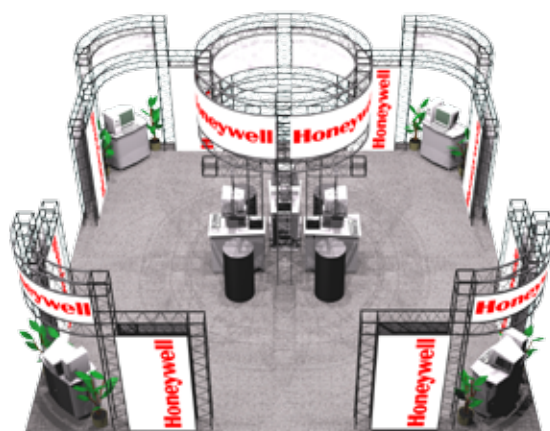
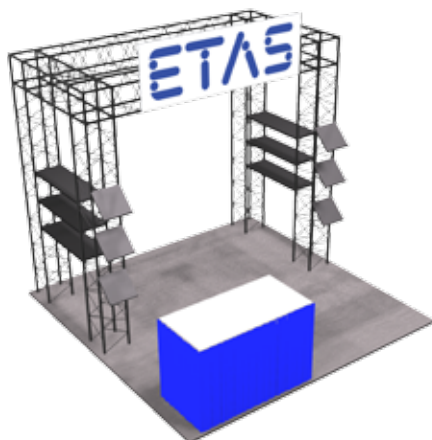
- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 78 1/2"  
(overall backwall panel size 46" x 92")
- (3) Angled Panel (Minus Header) - 23" x 78 1/2"  
(overall backwall panel size 23" x 92")
- (4) Side Panel - 23" x 92"
- (5) Middle Panel - 46" x 92"
- (6) Truss Header (Including Cube) - 80 1/2" x 11 1/2"
- (7) Vertical Truss Face (Including Cube) - 57 1/2" x 11 1/2"
- (8) Vertical Truss (Minus Cube) - 11 1/2" x 46"





In addition to our variety of turn-key booth packages, RES offers a wide range of custom booth display units to meet every need. From 10' x 10' booths to large island spaces, our design team can assist you in developing exactly what you need to maximize the show experience.

RES will work with your team to provide renderings showing exactly what your display will include, will price the exhibit in a economical, competitive manner, and will work with you from start to finish to produce exactly what we promise.



For more information on our custom booth display units, including price quotes, contact Brian Kester at 847-993-4668 or via e-mail at [bkester@rosemontexpo.com](mailto:bkester@rosemontexpo.com).



www.resexpo.com

# Pegboard, Gridwall & Slatwall Rentals

Please Mail, Email or Fax  
Completed Form to RES:

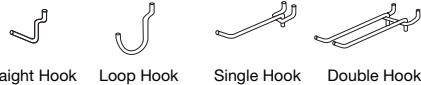
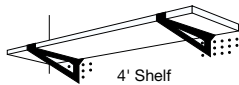
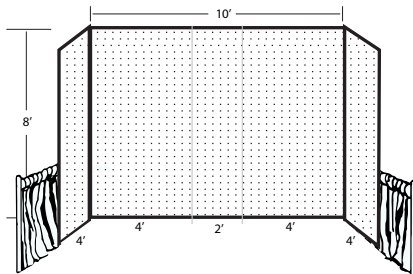
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

Private Label Trade Show  
November 15-17, 2015

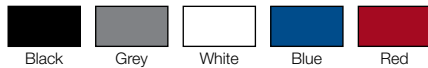
Deadline To Receive Discounted Rates:  
October 23, 2015

## PEGBOARD

1/4" Hole Size



Felt Colors:



### 10'x10' BOOTH

Booth with Returns (8' high x 10' wide)  
Additional 10' Multiples (backwall only)  
Booth with Foam Core  
Additional 10' Multiples w/Foam Core

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$400.00	\$700.00	\$ _____
_____	\$300.00	\$550.00	\$ _____
_____	\$650.00	\$1,000.00	\$ _____
_____	\$500.00	\$800.00	\$ _____

### SINGLE PANELS

2' x 8' White Pegboard Panel  
4' x 8' White Pegboard Panel  
Panel Orientation: \_\_\_\_\_ Vertical ( ) \_\_\_\_\_ Horizontal ( )

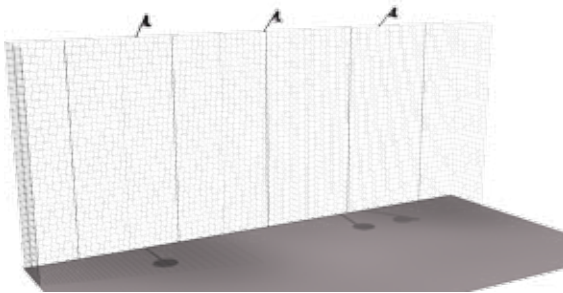
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$100.00	\$150.00	\$ _____
_____	\$150.00	\$200.00	\$ _____

### SHELVES & HARDWARE & MATERIAL

4' Shelves  
Straight Hook  
Loop Hook  
Single Hook  
Double Hook  
4' x 8' White Foam Core  
2' x 8' White Foam Core  
4' x 8' Felt  
2' x 8' Felt  
Felt Color: \_\_\_\_\_

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$12.50	\$17.50	\$ _____
_____	\$2.50	\$4.00	\$ _____
_____	\$2.50	\$4.00	\$ _____
_____	\$4.00	\$6.00	\$ _____
_____	\$4.00	\$6.00	\$ _____
_____	\$75.00	\$100.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$100.00	\$150.00	\$ _____
_____	\$75.00	\$100.00	\$ _____

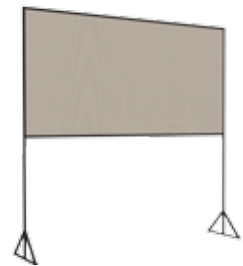
## GRIDWALL



## SLATWALL



## MESSAGE BOARD



Gridwall Hooks:  
Sizes: 1" 4" 10"



Slatwall Hooks:  
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:  
Size: 14"



Slatwall Waterfall Bracket:  
Size: 16"



2' x 8' Gridwall Sections  
Slatwall 1 Meter Sections  
8'x4' Message Board  
Slatwall Hook  
Gridwall Hook  
Gridwall Shelf Bracket  
Gridwall Waterfall Bracket  
Literature Pockets (holds 8 1/2" x 11" sheets)

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$175.00	\$225.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$35.00	\$50.00	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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# VU Case Rentals

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

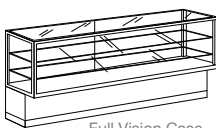
## VISION CASE

**Full Vision Case Includes**  
1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section

**1/2 Vision Case Includes**  
1-10" glass shelf with adjustable brackets, 18" high front glass display section

**1/4 Vision Case Includes**  
12" high front glass display section

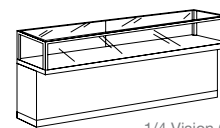
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. Full Vision Case	_____	\$400.00	\$450.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$400.00	\$450.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$400.00	\$450.00	\$ _____



Full Vision Case



1/2 Vision Case



1/4 Vision Case

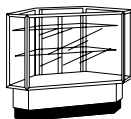
## CORNER VISION CASE

**Full Corner Vision Case Includes**  
1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section

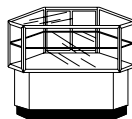
**1/2 Corner Vision Case Includes**  
1-10" glass shelf with adjustable brackets, 18" high front glass display section

**1/4 Corner Vision Case Includes**  
12" high front glass display section

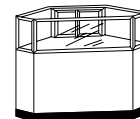
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$400.00	\$450.00	\$ _____
1/2 Corner Vision Case	_____	\$375.00	\$425.00	\$ _____
1/4 Corner Vision Case	_____	\$375.00	\$425.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



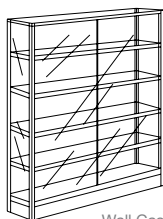
1/4 Corner Vision Case

## WALL & TOWER CASE

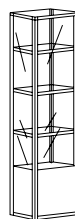
**Wall Case Includes**  
48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

**Tower Case Includes**  
20"L x 20"D x 80"H, with 3 glass shelves, lights and locks

	QTY.	DISCOUNT	STANDARD	TOTAL
Solid Wall Case	_____	\$400.00	\$450.00	\$ _____
See-Thru Wall Case	_____	\$400.00	\$450.00	\$ _____
Tower Case	_____	\$400.00	\$450.00	\$ _____



Wall Case



Tower Case

**ORDER TOTAL \$ \_\_\_\_\_**

## ADDITIONAL INFORMATION

- All showcases are 20" D x 38" H, have lights, locks, sliding mirror doors, grey exterior, off-white interior aluminum frames.
- 4' showcases available upon request. (limited quantities)
- Electrical hook-up is not included. Please order the outlet from electrical contractor.
- A \$50.00 charge per showcase for late orders and changes made at show site.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- A \$20.00 charge per additional shelf or size change of shelf.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797





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# Custom Booth Graphics

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## CUSTOM BOOTH GRAPHICS

Nothing attracts attention to a booth more effectively than quality graphics, and RES has a variety of ways to get your message out. From banner stands to meter boards, all RES booth graphics products include design, production and delivery to your booth.



**CHROME SIGN HOLDER  
WITH SIGN**  
\$150.00



**A-FRAMES**  
\$350.00



**FREE STANDING SIGNS**  
\$575.00



**FREE STANDING  
RETRACTING BANNER STAND**  
\$375.00



**BACKWALL GRAPHICS**  
\$14 square foot (call for a quote)



For more information on custom graphics please contact  
Phil Hantak at (847) 993-4809 or via email at phantak@rosemontexpo.com.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

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**Deadline To Receive Discounted Rates:  
October 23, 2015**

Why ship printed materials in when we have all your graphic needs under one roof?  
Place your order and we will have the finished product in your booth upon arrival!  
No delivery or shipping charges, No hassles!

11" x 14"	\$30.00
22" x 14"	\$40.00
22" x 28"	\$75.00
24" x 36"	\$120.00
28" x 44"	\$140.00

*Custom Sizes Available*

Per Square Foot                      \$14.00  
(Length x Width = Square Foot)

1 - 150	\$0.15 ea.	\$0.80 ea.
151 - 500	\$0.12 ea.	\$0.70 ea.
501 - 1000	\$0.10 ea.	\$0.60 ea.
1001 and up	\$0.05 ea.	\$0.50 ea.

*All copies on 24# brite white, one-sided.  
Special paper, two-sided printing, stapeling and cutting available  
for additional cost.*

\$0.15 ea.

\$0.80 ea.

If you have any questions about your graphic projects, please contact **Phil Hantak**

at 847-993-4809 or e-mail requests to [phantak@rosemontexpo.com](mailto:phantak@rosemontexpo.com). We look forward to helping you with all your signage requirements.

### Sign Copy / Special Notes

[illegible]

## Backing Materials

Foamcore      Cardstock      Sintra (PVC)      Other

## Sign Orientation

\_\_\_ Vertical (  )    \_\_\_ Horizontal (  )

**Color(s)**

[illegible]

ORDER TOTAL \$

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_





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# RES Extras

Private Label Trade Show

November 15-17, 2015

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October 23, 2015

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Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

RES Extras are available by contacting Marne Kirkwood via email at  
marne@rosemontexpo.com or (847) 993-4803.

We would also be happy to assist you with any other special booth requests you may have.

## WATER COOLERS & SUPPLIES



	QUANTITY	RENTAL	TOTAL
Cold Water Cooler	_____ x	\$95.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$105.00	\$ _____
Water – 5 gal. bottle	_____ x	\$25.00	\$ _____
5 Gallon Distilled Water	_____ x	\$25.00	\$ _____
Cone Cups / 1000 (4.5 oz.)	_____ x	\$30.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x	\$35.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x	\$50.00	\$ _____

## COMPRESSED GASES

Cylinder Stand Required for in Booth Use



	QUANTITY	RENTAL	TOTAL
Nitrogen B Cylinder (special order call ahead)	_____ x	\$ Quote	\$ _____
1000 psi Helium Cylinder (DEY)	_____ x	\$250.00	\$ _____
2200 psi Helium Cylinder (K)	_____ x	\$300.00	\$ _____
2400 psi Helium Cylinder (T)	_____ x	\$350.00	\$ _____
Delivery, HazMat & Pick-up	_____ x	\$75.00 each	\$ _____
Regulator/Balloon Filler	_____ x	\$35.00	\$ _____
Cylinder Stand	_____ x	\$35.00	\$ _____

## MISCELLANEOUS ITEMS



	QUANTITY	RENTAL	TOTAL
Cash Register (does not include electric)	_____ x	\$80.00	\$ _____
Hand Sanitizer Stand	_____ x	\$50.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x	\$75.00	\$ _____
Mesh Raffle Drum	_____ x	\$45.00	\$ _____
Acrylic Raffle Drum	_____ x	\$35.00	\$ _____
Fish Bowl	_____ x	\$20.00	\$ _____

**ORDER TOTAL** \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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## *Exhibitor Liability Insurance*



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- See website for more details!

## **www.ExhibitorInsureNow.com**

## **1-877-520-8363**

*Get a FREE Quote online or by phone in less than 5 minutes*



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# Handicap Access Vehicles

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

RES has a complete inventory of handicap access vehicles available to all show exhibitors and attendees. These items can be ordered by submitting this form to RES via fax, mail, email or by visiting [www.resexpo.com](http://www.resexpo.com)



## WHEEL CHAIR

Rental Price	Quantity	Day(s)	Total
\$10 per day	_____	_____	\$_____



## 3 WHEEL SCOOTER - VICTORY PRIDE

Rental Price	Quantity	Day(s)	Total
\$25 per day	_____	_____	\$_____

Date(s) needed for rental: \_\_\_\_\_

ORDER TOTAL \$\_\_\_\_\_

### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

#### Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Third Party and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Third Party's future credit standing.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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# Floral

Private Label Trade Show  
November 15-17, 2015

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October 23, 2015

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Completed Form to RES:

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Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## TROPICAL PLANTS & TREES



### 3FT GREEN PLANTS

Arbicola \_\_\_\_\_ Marginata \_\_\_\_\_ Spath \_\_\_\_\_

### 4FT GREEN PLANTS

Palm \_\_\_\_\_ Ficus Bush \_\_\_\_\_ Schefflera \_\_\_\_\_

### 5FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_

### 6FT - 7FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_ Ficus Tree \_\_\_\_\_

### HANGING PLANTS

Ivy \_\_\_\_\_ Pothos \_\_\_\_\_

### LARGE POTTED FERNS

QUANTITY	PRICE	TOTAL
_____ x	\$47.50	\$ _____
_____ x	\$57.50	\$ _____
_____ x	\$67.50	\$ _____
_____ x	\$77.50	\$ _____
_____ x	\$35.00	\$ _____
_____ x	\$35.00	\$ _____

## BLOOMING PLANTS



### POTTED MUMS

White \_\_\_\_\_ Lavender \_\_\_\_\_ Yellow \_\_\_\_\_

### POTTED AZALEAS

White \_\_\_\_\_ Pink \_\_\_\_\_ Red \_\_\_\_\_

### POTTED BROMELIADS

Red \_\_\_\_\_ Orange \_\_\_\_\_ Yellow \_\_\_\_\_

### POTTED BEGONIAS

Pink \_\_\_\_\_ Orange \_\_\_\_\_ Red \_\_\_\_\_ Yellow \_\_\_\_\_

Color of container for plants Black \_\_\_\_\_ White \_\_\_\_\_

_____ x	\$27.50	\$ _____
_____ x	\$37.50	\$ _____
_____ x	\$37.50	\$ _____
_____ x	\$37.50	\$ _____

## FRESH FLORAL ARRANGEMENTS

please choose  
TROPICAL or SEASONAL



### SINGLE STEM PHALANOPSIS ORCHID PLANT

White \_\_\_\_\_ Fuchsia \_\_\_\_\_

### SMALL ARRANGEMENT (12" X 12")

Colors \_\_\_\_\_

### MEDIUM ARRANGEMENT (18" X 14")

Colors \_\_\_\_\_

### LARGE ARRANGEMENT (24" X 18")

Colors \_\_\_\_\_

### CUSTOM ARRANGEMENT

please call for quote

_____ x	\$95.00	\$ _____
_____ x	\$80.00	\$ _____
_____ x	\$95.00	\$ _____
_____ x	\$110.00	\$ _____
_____ x	Quote	\$ _____

*\*Foliage Plants and architectural containers on rental basis.  
Price includes: Plant installation, architectural containers, servicing  
throughout the show & removal at the end of the show.  
No adjustments nor refunds can be made after the show opening.*

**ORDER TOTAL** \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797





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# Photography & Videography

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208



## PHOTOGRAPHY OF EXHIBITS

	QUANTITY	PRICE	TOTAL
One view including one 8 x 10 print	_____ x	\$125.00	\$ _____
Additional 8 x 10 prints	_____ x	\$25.00	\$ _____
Surrender of file & transfer of copyright	_____ x	\$75.00	\$ _____
One View, Surrender Of File, Transfer Of Copyright, & No Print	_____ x	\$175.00	\$ _____
Quicktime Virtual Reality 360° seamless digital image for web and multimedia	_____ x	\$500.00	\$ _____

## NEWS AND EDITORIALS

	QUANTITY	PRICE	TOTAL
News and Editorial Photography	_____ x	\$150.00/hr	\$ _____
Surrender of Editorial images on CD	_____ x	\$150.00	\$ _____

## VIDEO PRODUCTION IN FULL HD

	QUANTITY	PRICE	TOTAL
First hour	_____ x	\$650.00	\$ _____
Additional hours	_____ x	\$350.00	\$ _____

## INFORMATION

Date(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

Photos of booth: Empty \_\_\_\_\_ With Staff \_\_\_\_\_ With Activity \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Digital images surrendered on cross-platform CD  
Add \$10.00 for shipping & handling within the US & \$20.00 for Canada & International Points.

For detailed information and questions, please call  
Paradox Photography at 630-926-7624.

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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# Rosemont Catering by Aramark

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail or Fax  
Completed Form to  
Rosemont Catering  
by Aramark:

9301 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9790 • Phone: 847-692-6415

Rosemont Catering by Aramark has exclusive food, beverage and liquor distribution rights within the Donald E. Stephens Convention Center & Ballrooms. All food, beverage and liquor items used to generate traffic to a specific booth must be purchased through Rosemont Catering by Aramark. Food show exhibitors may contact Rosemont Catering by Aramark for approval.

QUANTITY		PRICE	QUANTITY		PRICE
<b>BEVERAGES</b>			<b>LUNCH ON THE RUN (BOXED LUNCH)</b>		
_____	Gallon(s) of Coffee (20 cups)	\$55/Gallon	_____	Sandwich & 2 Sides	\$16.95 each
_____	Gallon(s) of Decaf Coffee (20 cups)	\$55/Gallon		(beverages sold separate)	
_____	Hot Water, Tea Bags, Chocolate Packs	\$55/Gallon		Contact catering for sandwich & side options.	
_____	Infused Waters	\$50/Gallon	<b>PASTRIES</b>		
_____	Lemonade	\$50/Gallon	_____	Assorted Donuts	\$33.00/Dozen
_____	Iced Tea (Lemons)	\$50/Gallon	_____	Assorted Sweet Rolls	\$33.00/Dozen
_____	Assorted Soft Drinks (12 oz.)	\$3.50	_____	Assorted Cookies	\$30.00/Dozen
_____	Bottled Water (16.9 oz.)	\$3.50	_____	Sheet Cakes (about 75 slices)	\$200.00
_____	Assorted Bottled Juices	\$4.00	<b>COLD HORS D'OEUVRES</b>		
<b>HOSTED BAR SET-UPS</b>			_____	Deluxe Fruit & Cheese Display/Serves 30	\$275.00
_____	Premium Brands of Liquor (per drink)	\$8.00		With Crackers/Bread/Breadsticks	
_____	Domestic Beer (12 oz.)	\$7.00	_____	Fresh Vegetable Display/Serves 30	\$275.00
_____	Premium Beer (12 oz.)	\$8.00		With Dip du Chef	
_____	House Wine (8oz.) (per glass)	\$8.00	<b>HOT HORS D'OEUVRES</b>		
_____	Bottle(s) of House Wine/Champagne	\$30.00	<b>BY THE PLATTER*</b>		
_____	Bartenders \$150.00 each (plus tax)		_____	Cheeseburgers Sliders	\$175.00
<b>DRY SNACKS</b>			_____	Chicken Fingers / Ranch Dressing	\$175.00
_____	Potato Chips (24 oz.)	\$23.00/Bowl	_____	Stuffed Mushroom w/Crabmeat	\$175.00
_____	Pretzels (24 oz.)	\$23.00/Bowl	_____	Egg Rolls w/Sweet & Sour Sauce	\$175.00
_____	Popcorn (24 oz.)	\$23.00/Bowl	_____	Mini Meatballs w/BBQ Sauce	\$175.00
_____	Party Mix (24 oz.)	\$23.00/Bowl	_____	Mini Pizza Squares	\$175.00
_____	Mixed Nuts (14 oz.)	\$28.00/Bowl	_____	Phyllo Dough w/Spinach & Cheese	\$175.00
_____	Candy Bar	\$2.00		*Platter consists of 60 pieces	
_____	Individual Bags of Snacks	\$1.75			

All food & beverage orders & delivery are subject to admin fee & tax. Prices are subject to change without notice.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

## METHOD OF PAYMENT

Check Enclosed: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

(A 3% Convenience Fee will be applied to payments made by Credit Card)





# LOWE

WORLDWIDE REFRIGERATION



**LOWE**  
REFRIGERATION INC.

105 Cecil Court • Fayetteville, Georgia 30214 • Phone: 770 461 9001 • Fax: 770 461 8020

Lowe Refrigeration, Inc opened in 1990 as an extension of our European Company for support of the trade show/convention industry in the United States. We have since provided our services beyond our **Contracted Shows** to include **Non-Contracted Shows and Special Events**. Lowe Refrigeration's equipment is housed in our Fayetteville, GA facility located approximately 20 miles south of Atlanta's Hartsfield Jackson International Airport. All orders are processed through this facility along with any required maintenance and repairs to our fleet of equipment. We have a complete inventory of spare parts and components which allows us to maintain the technical condition and cosmetic appearance of our equipment to the very high standards expected by our clients. With over 30 years of experience in refrigerations sales, exhibition, event, and corporate refrigeration rental, you can be certain that we will have the answers to all of your refrigeration requirements.

## Services

### Contracted Shows:

Since 1990, Lowe Refrigeration, Inc. has been the show appointed "refrigeration contractor" shipping refrigerated display cases to the major food tradeshow across the United States. Lowe Refrigeration's staff are always onsite to offer the technical support and service necessary to ensure the success of your display. Order forms and color brochures are included in the tradeshow kits and can also be found on the show website as well as the Lowe Refrigeration website under "Trade Show Order Forms".

### Non-Contracted Shows:

For any size show, expo, convention, or meeting Lowe Refrigeration, Inc. can offer a complete selection of equipment. Non-contracted shows differ from contracted shows, hence in order for Lowe Refrigeration to offer our range for these types of events, we ask that the client cover 50% of the round trip freight. Equipment in small quantity is usually shipped crated to ensure safe arrival to the show as well as the return to Lowe Refrigeration without damage. This allows our clients to have access to our entire range in any quantity, anywhere in the United States. Equipment orders of a larger quantity will usually be shipped as a full truckload, and a staff member from Lowe Refrigeration will be onsite in order to assist in the unload and reload of the equipment. Therefore, if you have a need for equipment in relation to a non-contracted show, keep us in mind. Forms for these events can be faxed or emailed by request.

### Special Events:

Following the popularity and success of the Modular Cold Rooms that have been utilized by our locations in Europe and Asia, we decided to introduce the very same to the sporting event/hospitality world in the United States. Modular Cold Rooms (Refrigerators or Freezers) are available, 8ft by 8ft size and multiples thereof, for short-term and long-term rentals. Clean, quiet, electric powered units ensure your equipment will be free of loud engine noise and diesel fumes. Perfect for any indoor or outdoor occasion - sporting events, catered events, carnivals, private gatherings, emergency refrigeration needs, and so much more. Our rental division (trade shows/conventions) compliments our support of the event industry by making available copious amounts of refrigerated display equipment found throughout this brochure.

**Call with your request and we will provide the rental package to suit your needs. Lowe Refrigeration, Inc. will work with you to provide what you want, where you want, when you want it!**





# LOWE

WORLDWIDE REFRIGERATION



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Lowe Refrigeration Ltd  
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#04-03,  
178 Paya Lebar Road  
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Lowe Refrigeration Ltd  
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Lowe Refrigeration Ltd  
Room 11, 14th floor, Wah Wai Ind Centre  
38-40 Au Pui Wan Street, Fo Tan, Sha Tin  
New Territories, Hong Kong  
Tel. +852 26595300  
Fax. +852 26595700

Lowe Refrigeration Italia srl  
Italy  
Tel: +39 33 9654 6260



# AF MODELING SERVICES, INC.

Professional Convention Staffing  
*Representing your company in a gracious  
and enthusiastic manner!*



Let AF Modeling Services insure optimal success at your next event by utilizing our exuberant and professional staff! Whether you are booking a model/hostess, demonstrator or narrator, our highly adept and confident individuals will create excitement, elevate the quality of presentations, create interest, generate leads, inform and relax attendees.

## Rate Schedule

Exhibit Booth Hostess	\$250-\$400	day
Product Demonstrators	\$250-\$400	day
Narrators	\$400-\$2000	day
Sales Associates	\$250-\$400	day
Crowd Gatherer	\$250-\$400	day

100% Pre-payment due with order  
50% Cancellation fee 30 days prior  
15% Agency fee added to all

### AF Modeling Services, Inc.

1550 Spring Road, Suite 305, Oak Brook, IL 60523  
ph(630) 279-0500 fx(630) 279-0510 [www.afserv.com](http://www.afserv.com) afrain@aol.com



www.resexpo.com

# Electrical Service

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## ELECTRICAL LABOR RATES

All work done after 4:00 pm Monday-Friday, and between 8:00 am and 4:00 pm Saturday will be charged at the overtime rate.

After 4:00 pm Saturday, and before 8:00 am Monday will be at the double time rate.

Straight Time: \$99.00/hr • Overtime: \$148.50/hr. • Double Time: \$198.00/hr.

## STANDARD ELECTRICAL SERVICE OUTLET

120 volt service supplied with duplex (2) opening. Price includes bringing service to the booth, connection at one point, and removal at conclusion of event.

	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts	_____ x	\$190.00	\$270.00	\$ _____
1,001-2,000 Watts	_____ x	\$240.00	\$345.00	\$ _____

## POWER CONNECTIONS

Power connections and heavy duty service may require additional labor expense

	QTY	DISCOUNT	STANDARD	TOTAL
<b>120 VOLT, SINGLE PHASE</b>				
Up to 1/2 H.P. Motors	_____ x	\$220.00	\$300.00	\$ _____
Up to 1 H.P. Motors	_____ x	\$280.00	\$360.00	\$ _____

### 208 VOLT, SINGLE PHASE

30 Amp	_____ x	\$390.00	\$555.00	\$ _____
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[ ] Check if neutral required\*

## HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
<b>208 VOLT, THREE PHASE</b>				
20 Amp	_____ x	\$325.00	\$487.50	\$ _____
30 Amp	_____ x	\$440.00	\$600.00	\$ _____
60 Amp	_____ x	\$530.00	\$750.00	\$ _____
80 Amp	_____ x	\$680.00	\$975.00	\$ _____
100 Amp	_____ x	\$870.00	\$1260.00	\$ _____
150 Amp	_____ x	\$1300.00	\$1875.00	\$ _____
200 Amp	_____ x	\$1850.00	\$2550.00	\$ _____

[ ] Check if neutral required\*

### 480 VOLT, THREE PHASE

30 Amp	_____ x	\$570.00	\$825.00	\$ _____
50 Amp	_____ x	\$820.00	\$1200.00	\$ _____
80 Amp	_____ x	\$1260.00	\$1890.00	\$ _____
100 Amp	_____ x	\$1330.00	\$1995.00	\$ _____
200 Amp	_____ x	\$3400.00	\$5100.00	\$ _____

[ ] Check if neutral required\*

### 380 VOLT, THREE PHASE (European Voltage)

30 Amp	_____ x	\$425.00	\$492.50	\$ _____
50 Amp	_____ x	\$600.00	\$855.00	\$ _____

[ ] Check if neutral required\*

## SUSPENDED ELECTRICAL SIGNS

	QTY	DISCOUNT	STANDARD	TOTAL
0-100 lbs.	_____ x	\$300.00	\$412.50	\$ _____
101-150 lbs.	_____ x	\$350.00	\$487.50	\$ _____
151-300 lbs.	_____ x	\$430.00	\$600.00	\$ _____

## FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
<b>9' TOWER WITH</b>				
One (1) Flood	_____ x	\$140.00	\$210.00	\$ _____
Two (2) Floods	_____ x	\$160.00	\$240.00	\$ _____
Four (4) Floods	_____ x	\$209.00	\$285.00	\$ _____

## SINGLE SPOTLIGHTS

	QTY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$80.00	\$120.00	\$ _____
Par Lite	_____ x	\$220.00	\$330.00	\$ _____

## MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Single Cap				
Ext. Cords 25'	_____ x	\$15.00	\$15.00	\$ _____
Duplex Ext. Cords 25'	_____ x	\$20.00	\$20.00	\$ _____
Cube Tap	_____ x	\$5.00	\$5.00	\$ _____
Plug Mold Strip	_____ x	\$32.00	\$32.00	\$ _____
Quad Box	_____ x	\$22.00	\$2.00	\$ _____
Equipment Rental				
Scissor Lift	_____ x	\$50.00 per/hour		\$ _____

### 24 HOUR SERVICE

is double the regular rates. If needed, please indicate service: \_\_\_\_\_

**LOCATION:** Please identify and show service units, power connections and tower lights and indicate booth dimensions. Heavy duty service should be accompanied with a detailed floor plan.

\*\$90.00 late fee if neutral is required but not indicated

Each additional H.P. add \$40.00

Indicate next to required amps actual horsepower to be used.

**ORDER TOTAL** \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

**Use the squares to indicate the dimensions of your booth size.  
Mark where you need your electrical service.**

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Size: \_\_\_\_\_

## CONDITIONS AND REGULATIONS

- 1) DEADLINE DATE: Your order must be received by the Donald E. Stephens Convention Center no later than 15 days before opening day to insure installation in time for the opening of the show. A 50% penalty on basic charges will apply on orders received after the deadline date. Saturdays, Sundays and holidays are not included in this 15 day period.
- 2) Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
- 3) All lighting displays, electrical appliances, motors, and other types of electrical equipment must be wired to meet national, state and local codes.
- 4) Motors 3/4 H.P. and over must be equipped with a safety switch as a point of disconnect and overload protection.
- 5) All equipment and material must use 3-wire grounded type cord. All exposed non current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 6) Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
- 7) Claims will not be considered unless filed in writing by the exhibitor by the close of the Exhibition.
- 8) Prices based upon current wage rates, and are subject to change without notice.
- 9) Under no circumstances shall anyone other than house electricians make electrical connections.
- 10) Installing of ball lights, hanging of electrical headers, any other type of electrical fixtures, special wiring (motor or control wiring) etc., must be done by house electricians.
- 11) Electrical power for lights and displays will be turned on 1 hour prior to show opening time, and off at show closing time daily. If power is required before or after, special arrangements must be made at least 2 hours in advance.
- 12) The Chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
- 13) All material and equipment furnished by the Convention Center of this service order shall remain it's property and shall be removed by the Convention Center after the close of the show.
- 14) Rates quoted for all connections cover only the bringing of service unless otherwise noted) to the booth in the most convenient manner and does not include connecting equipment or special wiring.
- 15) All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- 16) Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.
- 17) Cancellation or change of electrical requirements could result in a 30% penalty charge. Changes in original order must be submitted in writing.

## ELECTRIC SERVICE FOR EXHIBITS AT THE DONALD E. STEPHENS CONVENTION CENTER

Electrical requirements for an exhibit at the Convention Center are based on codes developed by local and national organizations whose professional responsibility is for the safety of all exhibitors and visitors.

Too frequently, fires have been traceable to faulty wiring sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, every exhibit presented in the Convention Center is carefully inspected to determine if violations exist. If they do, qualified electricians are available to correct the problem. This work will be performed on a time-and-material basis. If the exhibitor does not wish to have the fault corrected, electrical service will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the Convention Center.

## SAFE WIRING IS ESSENTIAL

Donald E. Stephens Convention Center is responsible for the total electrical distribution systems and the linking of all electrical items in an exhibit with the power services of the building.

Serious risks are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

Wiring that touches the floor must be "SO" cord which is insulated to qualify for "extra hard usage." Cord wiring above the floor level can be "SJ" which is rated for "hard usage."

All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.

The use of open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited by order of the Rosemont Fire Department and Electrical Inspection Department.

All electrical equipment and wiring requires evidence of testing and approval by a nationally recognized testing laboratory.

Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which may be affected by heat

The Convention Center electrical services offer extension cords, spiders and plug molds which provide safety approved multiple plug in capacity.



www.resexpo.com

# Plumbing Service

Private Label Trade Show  
November 15-17, 2015

Deadline To Receive Discounted Rates:  
October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

All material and equipment furnished by the Donald E. Stephens Convention Center will remain the property of the Authority. Toxic gases and objectionable odors must be properly vented. Additional material & labor will be charged accordingly. No L.P. gas, oxygen, or hydrogen will be permitted within the facility without prior approval of the Authority and the Rosemont Fire Department. Prices are based upon the service requested being located in the designated utility areas. Exhibitor should confirm his order upon arrival at the Exhibitor Service Desk. Air fittings are Parkers Series 20.

## PLUMBING SERVICE RATES

All work done after 4:00 p.m. Monday thru Friday and all day Saturday & Sunday will be charged at the double time rate.  
Minimum charge of 1/2 hour for all work done. Straight Time: \$99.00/hr • Double Time: \$198.00/hr.

## COMPRESSED AIR

Exhibitor should supply own regulating filter or other equipment to handle moisture or water in air line. Service includes main drop and dismantle of main line. Compressors run during set-up Mon-Fri 8-4 and all show hours. If you need compressors later, there will be a \$25.00 per hour charge. ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S) QUANTITY	CMF (VOLUME)	INTERMITTENT	CONTINUOUS	MACHINE CONNECTIONS QUANTITY	SIZE	DISCOUNT	STANDARD
1/4" to 3/8"							\$380.00	\$610.00
1/2"							\$395.00	\$675.00
3/4"							\$450.00	\$740.00
1"							\$480.00	\$810.00

## COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$410.00	\$640.00
1/2" to 3/4" lines			\$430.00	\$660.00

## DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$410.00	\$640.00
up to 3/4" line			\$430.00	\$660.00

## NATURAL GAS/HOT WATER

Tanks filled & drained once are charged at labor rate + \$5.00 per 500 gallons. Minimum \$5.00. Double for late rate or no advance order. Up to 1" line Venting-up to 6" line. Call for location availability & price quote.

## MISCELLANEOUS

Will you require work beyond main connection, such as installing filters, quick disconnects, etc.?

\_\_\_\_ (yes) \_\_\_\_ (no) Date Required: \_\_\_\_\_ Specify: \_\_\_\_\_

**LOCATION:** Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

**A FLOOR PLAN MUST BE SUBMITTED** for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

**CANCELLATION POLICY:** There will be a 35% cancellation charge on cancelled orders.

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

Adjacent Booth / Aisle # \_\_\_\_\_

A blank grid for a floor plan. The grid is 20 units wide and 10 units high. A vertical dashed line runs down the center at the 10-unit mark. A horizontal dashed line runs across the middle at the 5-unit mark. The grid is divided into four quadrants by these dashed lines. The left side of the grid is labeled 'Adjacent Booth / Aisle #' and the right side is labeled 'Adjacent Booth / Aisle #'.

Adjacent Booth / Aisle # \_\_\_\_\_

Booth #: \_\_\_\_\_

Booth Size: \_\_\_\_\_

- 1) All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
- 2) Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- 3) All equipment must comply with state and local safety codes.
- 4) Prices are based upon current wage rates and are subject to change without notice.
- 5) Exhibitors are encouraged to make their booth connection within their booth. The standard connector, compressed air outlets is a Parker Series 20 Industrial male quick coupling. The standard connector for water is a Parker high flow coupling BST-4 for a 1/2" line and a male flare for 3/8". However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
- 6) Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
- 7) Equipment using water must have inlet and outlet properly marked and identified.
- 8) Plumbing service rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, drain and gas are in the back of the booth. For Island booths plumbing service will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
- 9) Due to the portable nature of the air lines at the Donald E. Stephens Convention Center, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
- 10) Special supplies, such as; regulators, strainers, traps and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice. Every effort to assist you will be made to provide you with all special requirements.
- 11) All drops include up to ten feet (10') of accomplished distance. Use of any Donald E. Stephens Convention Center hose under rugs will have a rental charge by the foot, and plumbing personnel only at the prevailing labor and material rates will install all hose under carpet.
- 12) Any of your plumbing services that require electric labor to connect and/or operate, should be ordered on the "Electrical Services Order Form" such as; pumps, ejectors and water heaters.
- 13) All work performed within a booth attaching lines to equipment, running hose under carpet and relocating drops will be charged on a time and material basis, in addition to service requested.
- 14) Labor between the hours of 8:00 am and 4:00 pm Monday - Friday will be at the straight time rate. Labor before 8:00 am and after 4:00 pm Monday - Friday, all day Saturday, Sunday and Holidays will be at the double time rate.
- 15) Compressed Air operation will be one hundred pounds per square inch (100 psi) one (1) hour prior to and after the show hours. Compressed Air operation for set up, will be EXHIBITOR SET UP TIME If Compressed Air is required, after hour arrangements with the plumbing department is required.
- 16) There will be a 35% cancellation charge on all cancelled orders.





www.resexpo.com

# Booth Cleaning

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208



The Convention Management provides general cleaning of the aisle carpet only.  
If you require booth cleaning, you must contract for it by using this form.

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum	_____	x \$0.25	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.40	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.40	\$ _____	X _____	\$ _____
Porter Service		\$25.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$30.00/hr			
Special Instructions	_____ _____ _____ _____ _____ _____				

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



www.resexpo.com

# Internet & Telecommunications

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## INTERNET SERVICES

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Ethernet 765K line (One Computer Only)	E765K	\$400.00	\$525.00	_____	\$ _____
Basic Ethernet Service 1mb (One Computer Only)	E1M	\$600.00	\$725.00	_____	\$ _____
Basic Ethernet Service up to 6 Computers (hub required) <i>* For service on 7 or more computers call for quote</i>	BE6	\$1,200.00	\$1,600.00	_____	\$ _____
Dedicated 1.5mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address	DIP	\$200.00	\$250.00	_____	\$ _____
T-1 Speed (requires customer router - 60 day lead time)*	PT1	\$6,000.00	\$8,100.00	_____	\$ _____

## INTERNET EXTRAS

Note that the Wireless Router is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	CT5	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	8HB	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	16HB	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	24HB	\$150.00	\$175.00	_____	\$ _____
Router 8 Port		\$100.00	\$125.00	_____	\$ _____
Wireless Router	WR	\$300.00	\$375.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK		CALL FOR INFORMATION		_____	\$ _____

## TELEPHONE SERVICES

DISCOUNT	STANDARD	QUANTITY	TOTAL
\$250.00	\$300.00	_____	\$ _____

Single Line Telephone

*Includes single line phone with up to \$100 in local & long distance charges*

## TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Extension within booth*				
Additional location with same number	\$50.00 ea.	\$70.00 ea.	_____	\$ _____
Hunting Lines*	\$20.00 ea.	\$35.00 ea.	_____	\$ _____
Two Line Phones/Speaker Phone*	\$50.00 ea.	\$70.00 ea.	_____	\$ _____

Technical assistance is available and will be billable on a time basis at a rate of \$75.00 per hour with a minimum of 1/2 hour.

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.

There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

ORDER TOTAL \$ \_\_\_\_\_

Install Date: \_\_\_\_\_

LOCATION: Please identify and show location desired for each service on next page

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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Use the squares to indicate the dimensions of your booth size.  
Mark where you need your internet & phone drops.

Adjacent Booth / Aisle # \_\_\_\_\_

A blank grid for a floor plan. The grid is 20 units wide and 10 units high. A central aisle, 2 units wide, runs vertically through the middle. Dashed lines are placed at the intersections of the grid lines, forming a pattern of squares for booth placement. The dashed lines are located at the intersections of the 2nd, 4th, 6th, 8th, 10th, 12th, 14th, and 16th vertical grid lines with the 2nd, 4th, 6th, 8th, and 10th horizontal grid lines.

Adjacent Booth / Aisle # \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Size: \_\_\_\_\_

## TERMS AND CONDITIONS

- 1) Order forms and payment must be received prior to the scheduled event opening to insure prompt order processing. Company Checks must be made payable to Rosemont Exposition Services. Personal checks will not be accepted. Booth numbers or locations must be identified on the face of the Internet & Telecommunications Order Form. Incomplete information will delay processing.
- 2) Rates listed for all connections include bringing the service to the booth in the most convenient manner, and do not include computer equipment unless ordered or intranet working cabling. Pricing for services is per location, defined as an individual booth, meeting room, ballroom or lobby area.
- 3) There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.
- 4) There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.
- 5) Additional service and labor charges may be assessed for installation. Rates include all applicable taxes.
- 6) All material and equipment furnished by RES Telecommunications provider shall remain the property of RES Telecommunications provider and shall be removed only by RES Telecommunications personnel at the close of the show and/or event. Failure to return furnished equipment shall result in a charge equivalent to the replacement cost of the furnished equipment.
- 7) Booths requiring more than 30 ports require private T-1 service.

## RES TELECOMMUNICATIONS RESPONSIBILITIES

- 1) RES Telecommunications will provide standard 10/100 Ethernet connections with station adapter connectors to each computer as determined by RES Telecommunications technical staff.
- 2) The client will be issued a valid TCP/IP address for each basic connection.
- 3) The client will be issued appropriate TCP/IP settings for dedicated service.
- 4) Due to the nature of the Internet, RES Telecommunications cannot guarantee any level of security, performance or accessibility beyond our gateway.
- 5) The choice of the Internet Service Provider (ISP) is at the sole discretion of RES Telecommunications. If the client requires that a specific vendor provide these services, arrangements must be made twelve (12) weeks before move-in.
- 6) Client requests for special services will be accommodated, but may incur charges beyond the standard Internet connections.

## CLIENT RESPONSIBILITIES

- 1) At no time, will the client connect a DHCP server to the Convention Center Network.
- 2) The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
- 3) If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
- 4) If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. RES Telecommunications will provide client with basic configurations.
- 5) The client is responsible for all services outside of basic Internet connectivity. This includes e-mail services, ftp services, web servers, etc.

## LIMITATION OF LIABILITY

In no event shall RES Telecommunications be liable to the client or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, are alleged as a result of, tortious conduct, failure of the equipment of services of RES Telecommunications or breach of any of the provisions of the agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if RES Telecommunications has been advised of the possibility of such damages, or for any damages caused by the clients failure to perform his/her responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss. RES Telecommunications is not responsible for any Internet security breaches before or beyond our gateway.

For customer services such as private LAN connectivity and special configurations or equipment not listed above please call for quote. Assigned IP Address (address will be confirmed once order is placed.) Technical assistance will be offered at a rate of \$75.00 per hour, straight time. Overtime is \$150.00 per hour.



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# Computer Rental

Private Label Trade Show

November 15-17, 2015

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October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

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## WINDOWS DESKTOPS & LAPTOPS

	DISCOUNT	STANDARD	QUANTITY	TOTAL
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT & 17" LCD Flat Panel Monitor	\$525.00	\$725.00	_____	\$ _____
PIV 3.0 GHZ 512/80GB/CDRW/DVD/10/100 NIC MT/SFF & 19" LCD Flat Panel Monitor	\$585.00	\$800.00	_____	\$ _____
PIV 3.2 GHZ 16B/806B/CDRW/DVD/100/1000NIC/MT/SFI/23" LCD	\$650.00	\$900.00	_____	\$ _____
PIV 2.8 GHz 512/40GB/CD/10/100 NIC MT 15" Laptop	\$480.00	\$675.00	_____	\$ _____
PIV 3.2 GHz 512/80GB/DVDRW/10/100 NIC MT 17" Widescreen Laptop	\$750.00	\$1,025.00	_____	\$ _____

## APPLE DESKTOPS & LAPTOP

Apple PowerMac G5/1.8 GHZ/80GIG/ DVDRW/10/100 Minitower	\$675.00	\$935.00	_____	\$ _____
Apple MacBook Pro Intel Core DUO 2.16 GHZ 2GB/1006B/DVDRWW/15.4"	\$525.00	\$740.00	_____	\$ _____
Apple iMac G5 1.8GHZ 1GB/160GB/DVDRW/W20" Integrated LCD	\$675.00	\$935.00	_____	\$ _____

## FLAT SCREEN/PLASMA DISPLAY

17" NEC/DELL 1280X1024 LCD Flat Panel Display 4:3 Aspect	\$250.00	\$360.00	_____	\$ _____
17" 1280X1024 Black Touch Screen LCD 4:3 Aspect Ratio	\$575.00	\$820.00	_____	\$ _____
19" HP L1902 1280X1024 LCD Flat Panel Display (Silver & Black)	\$300.00	\$430.00	_____	\$ _____
20" NEC LCD Flat Panel Display 4:3 Aspect (Black)	\$390.00	\$550.00	_____	\$ _____
20" NEC LCD 2080UXI 1600X1200 Black Touchscreen LCD 4:3 Aspect Ratio	\$750.00	\$1025.00	_____	\$ _____
20" NEC LCD 2010X Touchscreen Flat Panel Display (Black)	\$650.00	\$900.00	_____	\$ _____
21" PLANAR PX212M Black LCD Flat Panel Display (Video & Data)	\$700.00	\$970.00	_____	\$ _____
23" Viewsonic VP239MB 1600X1200 Flat Panel Display ( Black)	\$700.00	\$970.00	_____	\$ _____
24" HP 2465 1920X1200 Silver/Black LCD Widescreen Flat Panel Display	\$700.00	\$970.00	_____	\$ _____

## PRINTER/COPIER

HP 4200 LaserJet Printer w/Postscript 35PPM	\$300.00	\$430.00	_____	\$ _____
HP 4250 Laser Printer w/Postscript 45PPM	\$350.00	\$495.00	_____	\$ _____
HP 7310N All-In-One Fax/Printer/Copier/Scanner	\$590.00	\$820.00	_____	\$ _____

## SOFTWARE INSTALLATION

Office 98- Office 2000, Apple Software	\$65.00	\$95.00	_____	\$ _____
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There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.

There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

**ORDER TOTAL** \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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# Audio Visual

Private Label Trade Show

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**LABOR RATES:** The Donald E. Stephens Convention Center is a union facility and union labor may be required with equipment rental.



For an extensive list of our  
inventory, labor rates, and detailed  
information, please call  
Anton Eleazar at 847-993-4816.

## PLASMA/FLAT DISPLAY

	QUANTITY	DISCOUNT	STANDARD	TOTAL
32" LCD Flat Display	_____ x	\$825.00	\$1,100.00	\$ _____
37" Plasma Panel (16:9 Aspect)	_____ x	\$850.00	\$1,150.00	\$ _____
37" Plasma Panel (4:3 Aspect)	_____ x	\$925.00	\$1,250.00	\$ _____
42" Plasma Panel	_____ x	\$925.00	\$1,250.00	\$ _____
50" Plasma Panel	_____ x	\$1,350.00	\$1,775.00	\$ _____
61" Plasma Panel	_____ x	\$2,500.00	\$3,500.00	\$ _____
VHS or DVD Player with speakers for Plasma Panel	_____ x	\$225.00	\$275.00	\$ _____
72" or 84" Dual Post Chrome Stand	_____ x	\$200.00	\$250.00	\$ _____
Progressive Black Cobra Stand (for 61" Plasma or Larger)	_____ x	\$200.00	\$250.00	\$ _____
Wall Bracket	_____ x	\$125.00	\$175.00	\$ _____
Media Shelf	_____ x	\$125.00	\$175.00	\$ _____
Plasma Speaker System	_____ x	\$175.00	\$225.00	\$ _____
Other sizes available	_____ x	call for quote		\$ _____

## VIDEO

VHS Player	_____ x	\$255.00	\$275.00	\$ _____
DVD Player	_____ x	\$255.00	\$275.00	\$ _____

## SCREENS

6 x 6 or 8 x 8 Tripod	_____ x	\$75.00	\$125.00	\$ _____
Larger Screens Available	_____ x	call for quote		\$ _____

## AUDIO

50 Watt Anchor Speaker/Amp	_____ x	\$175.00	\$225.00	\$ _____
75 Watt Anchor Speaker/Amp	_____ x	\$250.00	\$300.00	\$ _____
2 Speaker P.A. System	_____ x	\$450.00	\$550.00	\$ _____
4 Speaker P.A. System	_____ x	\$600.00	\$700.00	\$ _____
Wireless Microphone				
___ Handheld ___ Lavalier ___ Headset	_____ x	\$300.00	\$375.00	\$ _____
Handheld Mic./Wired	_____ x	\$50.00	\$75.00	\$ _____
Lavalier Mic./Wired	_____ x	\$75.00	\$125.00	\$ _____
4-CH. Audio Mixer	_____ x	\$75.00	\$125.00	\$ _____
CD Player	_____ x	\$125.00	\$175.00	\$ _____

## ADDITIONAL SERVICES

Truss Booth Lighting	_____ x	call for quote	\$ _____
Videography	_____ x	call for quote	\$ _____

Delivery Date & Time: \_\_\_\_\_ Pick-Up Date & Time: \_\_\_\_\_ ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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www.resexpo.com

# Labor Order Form

Private Label Trade Show

November 15-17, 2015

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	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 2 Riggers							
Electricians							
Plumbers							

## TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

- 1) This advance labor request will be considered as only a reservation for labor.
- 2) On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
- 3) The labor crew will not be sent to your booth without being signed out.
- 4) Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
- 5) All labor is billed at one-half hour minimum for each man.
- 6) Number of workers required will be determined by labor foreman.

## ADVANCE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$105.00	\$157.50	\$210.00
Decorator	\$95.00	\$142.50	\$190.00
Teamster	\$70.00	\$105.00	\$140.00
Rigger	\$105.00	\$157.50	\$210.00
Electrician	\$99.00	\$148.50	\$198.00
Plumber	\$99.00	\$N/A	\$198.00

## HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$112.50	\$165.00	\$217.50
Decorator	\$102.50	\$150.00	\$197.50
Teamster	\$77.50	\$112.50	\$147.50
Rigger	\$112.50	\$165.00	\$217.50
Electrician	\$99.00	\$148.50	\$198.00
Plumber	\$99.00	\$N/A	\$198.00

## HOURLY EQUIPMENT RENTAL RATES

Fork Lift w/o operator	\$125.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00

Straight time is 8:00 am to 4:30 pm weekdays.

\*Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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www.resexpo.com

# Installation & Dismantle Labor Order Form

Private Label Trade Show

November 15-17, 2015

Deadline To Receive Discounted Rates:

October 23, 2015

Please Mail, Email or Fax  
Completed Form to RES:

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Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

## INSTALLATION & DISMANTLE SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle.

☐ We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit.

☐ Set-Up

☐ Dismantle

Number of pieces/crates to arrive for booth assembly: \_\_\_\_\_

(not to include display materials, i.e. product, literature, misc.)

☐ We plan to ship our crated material to the Advance Warehouse

☐ We plan to ship our materials direct to the Donald E. Stephens Convention Center

## PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 3 Riggers							

## DISCOUNT I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$136.50	\$204.75	\$273.00
Decorator	\$123.50	\$185.25	\$247.00
Rigger	\$136.50	\$201.75	\$273.00

## STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$146.25	\$214.50	\$282.75
Decorator	\$133.25	\$195.00	\$256.75
Rigger	\$146.25	\$214.50	\$282.75

## HOURLY EQUIPMENT RENTAL RATES

Fork Lift - 5,000 lb w/o operator	\$125.00
Fork Lift - 15,000 lb w/o operator	\$175.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00

Straight time is 8:00 am to 4:30 pm weekdays.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

All labor is billed at one-half hour minimum for each man.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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# Accessible Storage

Private Label Trade Show

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\_\_\_\_\_ Skids or Crates      x      \$75.00      =      \$ \_\_\_\_\_

## STORAGE FEE SPACE INCLUDES THE FOLLOWING

Each 4' x 4' skid or crate @ \$75.00 per item.

Teamster labor is available to move accessible storage products back to your booth at the following rates:

### TEAMSTER HOURLY LABOR RATES

\$60.00 - Straight Time 8:00 am - 4:30 pm weekdays.

\$90.00 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday

\$120.00 - Double Time Saturday 4:30 pm - Midnight. All day Sunday & Holidays

### FORKLIFT HOURLY RATES

\$125.00 - 5,000 lb Fork Lift without operator

\$175.00 - 15,000 lb Fork Lift without operator

Pick up accessible storage labels at the RES Service Desk . Notify personnel when materials are ready to be placed in storage.

**Note:** Accessible storage is in an unsecured location. RES accepts no responsibility for the protection of property left in the accessible storage area.

### LABOR TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

1. This advance labor request will be considered a tentative request for labor.
2. On the day and time that you require labor, you must go to the Service Desk and sign out your labor crew. They will not be sent to your booth without being signed out.
3. Upon completion of their work, you **MUST** return the laborers to the Service Desk.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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# Labor Union Guidelines

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area. There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

## WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

Recent work-rules modifications now enable exhibitors to perform several set-up tasks which in the past were under jurisdiction. Each of these are itemized below, and must be completed by a full-time employee of the exhibiting company.

- 1) Exhibitors may set up and dismantle their own booth displays.
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

## CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also create machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

## DECORATORS UNION

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitors booth.

## MACHINERY MOVERS & RIGGERS UNION

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines, and respot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

## PLUMBERS UNION

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

## TEAMSTERS UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

## THEATRICAL STAGEHANDS UNION

Stagehands assemble portable lighting and sound systems as well as picture screens 10' x 14' in size and larger. They also set stages, operate lighting and sound consoles, and hang lighting trusses and speaker systems.



www.resexpo.com

# Perishable Shipping Instructions

Private Label Trade Show  
November 15-17, 2015

## PERISHABLE - REFRIGERATED OR FREEZER PRODUCTS

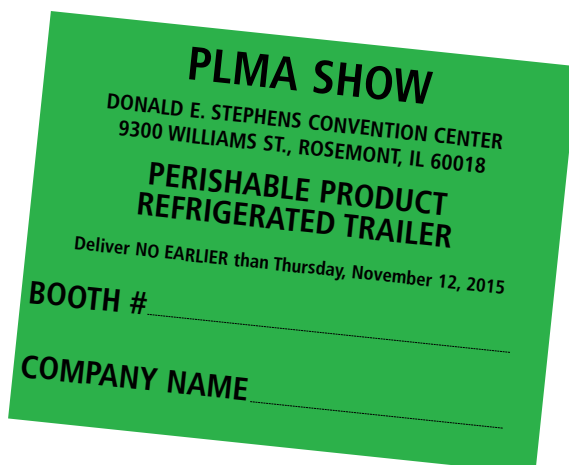
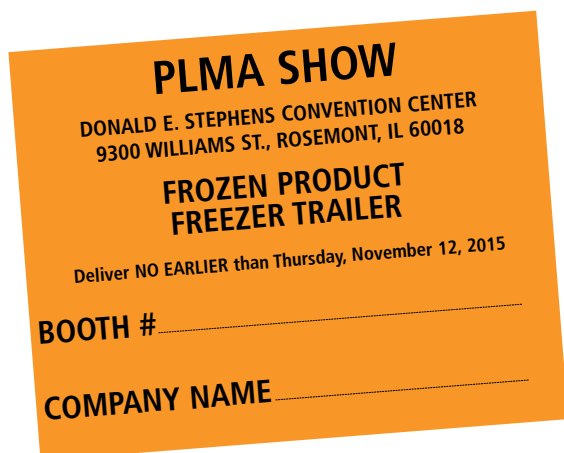
All perishable shipments can be sent directly to the Donald E. Stephens Convention Center and placed in either Freezer or Refrigerated storage trailers beginning NO EARLIER than Thursday, November 12, 2015.

Please be sure to label all perishable shipments with the appropriate label provided. Use the **GREEN** label for refrigerated products and the **ORANGE** label for frozen products.

ALL PERISHABLE FOOD PRODUCTS  
MUST BE LABELED WITH THE FOLLOWING ADDRESS:

PERISHABLE PRODUCT-REFRIGERATED/FREEZER  
DONALD E. STEPHENS CONVENTION CENTER  
PLMA/COMPANY NAME & BOOTH#  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

For more information please contact Marne Kirkwood  
847.993.4803  
mkirkwood@rosemontexpo.com





# PLMA SHOW

DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS ST., ROSEMONT, IL 60018

## PERISHABLE PRODUCT REFRIGERATED TRAILER

Deliver NO EARLIER than Thursday, November 12, 2015

**BOOTH #** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

# PLMA SHOW

DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS ST., ROSEMONT, IL 60018

## FROZEN PRODUCT FREEZER TRAILER

Deliver NO EARLIER than Thursday, November 12, 2015

**BOOTH #** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_



www.resexpo.com

# Material Handling

Private Label Trade Show  
November 15-17, 2015

Please Mail, Email or Fax  
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018  
Email: customerservice@rosemontexpo.com  
Fax: 847-696-9797 • Phone: 847-696-2208

**For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.**

Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

## \$\$\$ MONEY-SAVING TIP \$\$\$

To keep your material handling costs down, be sure to ship your materials all together.

### 1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning **October 12, 2015**. Shipments received at the RES warehouse by **November 6, 2015** will be weighed, inspected and charged at a rate of **\$75.00 per cwt.** (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after **November 6, 2015**, will be charged at the rate of **\$80.00 per cwt.** (100 lb. minimum).

### 2) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth, and removed to dock for reloading onto outbound carriers at the conclusion of the show, at a rate of **\$65.00 per cwt.** (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

### 3) OVERTIME/SURCHARGES

There will be a **\$16.25 per cwt.** surcharge for any freight loaded or unloaded on Saturday, or after 4:00 p.m. weekdays. There will be a **\$32.50 per cwt.** surcharge for any freight loaded or unloaded on Sunday or Holidays. Uncrated display materials, container shipments and "loose loads" will be loaded and unloaded at the direct shipment rate plus a **\$16.25 per cwt.** surcharge due to the extra time and care required to handle these shipments. Van line shipments which require additional unloading time, and/or special handling will also be subject to this **\$16.25 per cwt.** surcharge.

### 4) MOBILE UNITS

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$150.00 each.

### 5) U.P.S. SHIPMENTS

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of U.P.S. deliveries to the RES warehouse or Donald E. Stephens Convention Center. The U.P.S. document signed by RES freight representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

### 6) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

- ☐ We plan to ship our crated display material to the Advance Warehouse  
☐ We plan to ship our materials direct to the Donald E. Stephens Convention Center

## HOW TO CALCULATE YOUR ORDER:

When recording weight, round up to the next 100lbs. (example: 265 lbs. = 300 lbs. 3 x RATE= Dollars)

Advance crated shipments received at the warehouse by November 6, 2015:

We will ship \_\_\_\_\_ lbs. @ \$75.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Advance crated shipments received at the warehouse after November 6, 2015:

We will ship \_\_\_\_\_ lbs. @ \$80.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Direct exhibit display material shipments to the Donald E. Stephens Convention Center:

We will ship \_\_\_\_\_ lbs. @ \$65.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



www.resexpo.com

# Shipping Instructions

Private Label Trade Show  
November 15-17, 2015



## 1) WHEN TO SHIP

Shipments to the warehouse must arrive no later than November 11, 2015. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on November 13-15, 2015 only. No earlier.

## 2) WHERE TO SHIP

### DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

Private Label Trade Show

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

### ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

Private Label Trade Show

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

## 3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

7) No material may be loaded or removed from the Exhibit Hall until 4:00 pm on November 17, 2015. Any freight left in the Exhibit Hall after 3:00 pm on November 18, 2015 will be re-routed in accordance with the conditions in item # 4 of these Shipping Instructions.

## 8) LIMITS OF LIABILITY

A) Rosemont Exposition Services, Inc. will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth, and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.

B) Rosemont Exposition Services, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.

C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.

D) Rosemont Exposition Services, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

9) All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

*\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

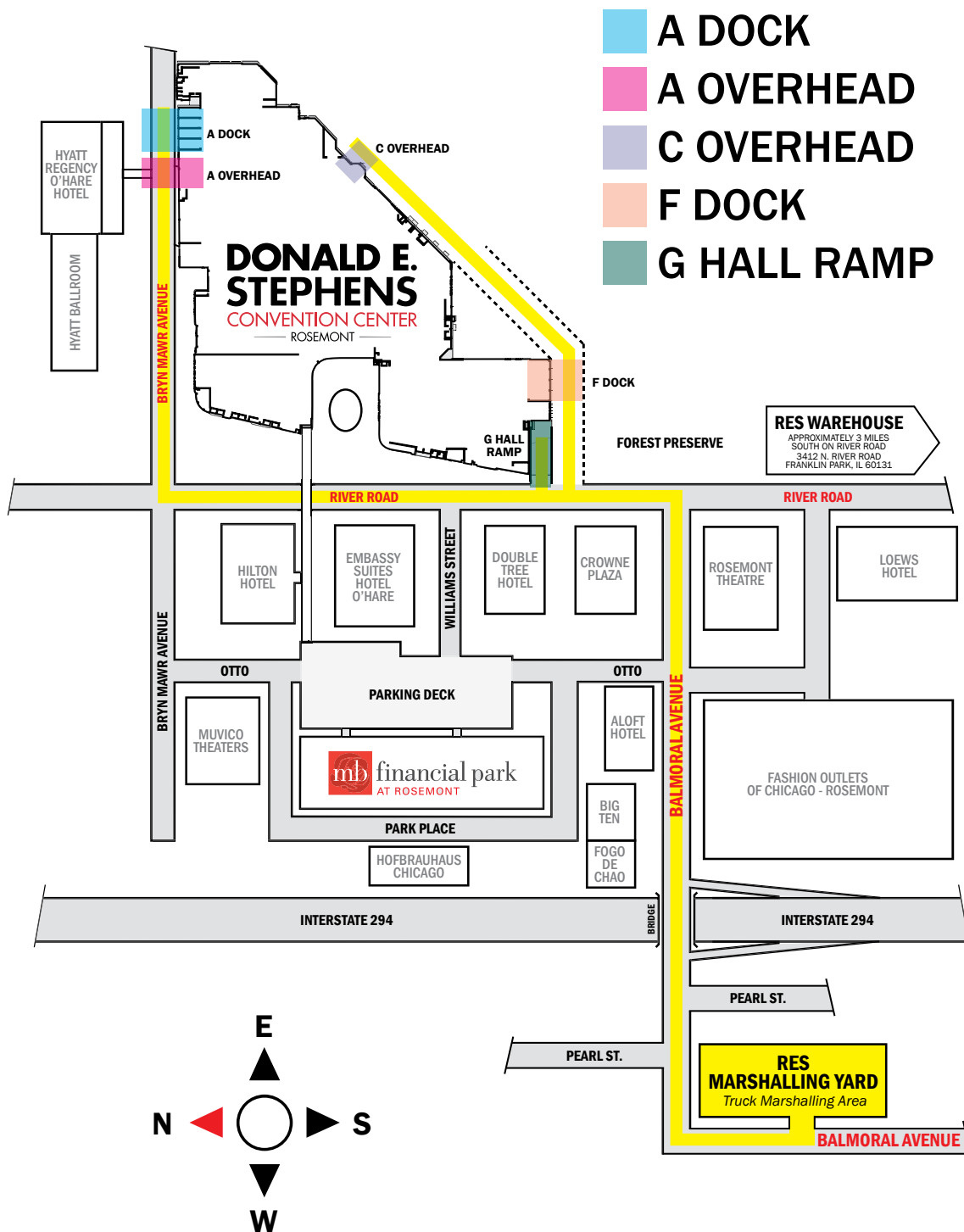


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# Freight Check-In Procedures

All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.







www.resexpo.com

## RES Freight Services

RES Freight Services offers a choice of carriers with competitive discounted pricing and a variety of services for all shipping needs.

### RECOMMENDED LTL GROUND CARRIER:



The expertise of **YELLOW** and **Roadway**

Guaranteed Precision® and Expedited Precision® from the Genuine Heavyweight Experts®.

Provides expedited and time-specific delivery service for your critical exhibit shipments.

1-800-531-3976 • [www.yrc.com](http://www.yrc.com)

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Expedited or day-specific delivery

### OPTIONAL LTL CARRIERS:



*We Make it Happen!!*

909-503-0572

[tradefairs@threeway.com](mailto:tradefairs@threeway.com)

[www.threeway.com/tradeshows.htm](http://www.threeway.com/tradeshows.htm)



*On-Site. On Time. Damage-Free.*

800-654-7019

[tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)

[www.abfs.com](http://www.abfs.com)



**Freight**

*Speed. Technology. And Guaranteed Reliability*

800-988-9889

[tradeshows@upsfreight.com](mailto:tradeshows@upsfreight.com)

[www.upsfreight.com](http://www.upsfreight.com)

### RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



*Delivering Performance*

800-643-3525 • 479-442-6301-Local

[www.airwaysfreight.com](http://www.airwaysfreight.com)

email us at [UrgentInfo@airwaysfreight.com](mailto:UrgentInfo@airwaysfreight.com)

### RECOMMENDED LOCAL CARRIER:



**J&J Exhibitors Service**  
**Quality.** Delivered and show ready.

312-225-3323

[www.jjexhibitors.com](http://www.jjexhibitors.com)



www.resexpo.com

# Customs Broker - International Shipments

## **AIRWAYS**FREIGHT® LAND • AIR • SEA

### ***Delivering Performance***

## **International Air, Ocean, Ground & Customs Clearance Services**

Airways Freight Corporation the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to successful exhibition are early logistical planning and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

<b>KEY DATES:</b>	Show Dates: <b>November 15-17, 2015</b>
	Delivery deadline to advance warehouse: <b>November 11, 2015</b>
	Show Move In: <b>November 12-15, 2015</b>
	Show Move Out: <b>November 17-18, 2015</b>

<b>SHIPPING DEADLINES:</b>	<b>FCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	<b>7 days prior to target date</b>
	<b>LCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than:	<b>10 days prior to target date</b>
	<b>AIRFREIGHT</b> shipments must arrive Chicago O'Hare Airport (ORD) no later than:	<b>4 days prior to target date</b>

\*\*Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

\*\*Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

### **FINAL DESTINATION for SEA shipments: CHICAGO**

### **FINAL DESTINATION for AIR shipments: CHICAGO (ORD)**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Los Angeles (LAX). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.

### MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

### CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. A template of this document is included in this attachment for your reference. All commercial invoices should be sent to us prior to shipment for our review at: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

### IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

Further information is also available at CBP web link: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

### DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT

You can find copies of our downloadable documentation at: [www.airwaysfreight.com/res.pdf](http://www.airwaysfreight.com/res.pdf)

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **Commodities requiring additional documentation, permits, and other governmental agency approval:**
  - Food stuffs & beverages
  - Medical devices and instruments
  - Self powered vehicles/combustion engines
  - Perishables
  - Textiles and garments
  - Pharmaceuticals
  - Military and defense articles
  - Dangerous goods (including lithium powered devices)
  - Items emitting radiation (including monitors, lasers, etc)
  - Wood products

*If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.*

### GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

### INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

### PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	<a href="mailto:res@airwaysfreight.com">res@airwaysfreight.com</a>
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	<a href="http://www.airwaysfreight.com/res.pdf">www.airwaysfreight.com/res.pdf</a>



www.resexpo.com

# Shipping Labels

Private Label Trade Show  
November 15-17, 2015



New color-coded shipping labels are provided to ensure your shipment arrives to your exhibit space in a timely manner. It's imperative you follow the instructions below to avoid delays of deliverables to your booth.

- The PLMA Show is segmented into three exhibit halls. Shipping Labels are color-coded to identify the Show Halls and Sections:
  - **RED Label – Home & Health Hall – Booth Range H100 – H3945**
  - **TEAL Label – Food & Beverage Hall – Booth Range F100 – F3940**
  - **BLUE Label – Food & Beverage Hall – Booth Range F4000 – F7640**
- Use the **Advanced Warehouse & Direct Shipment Labels** as required for each Show Hall. Shipments to arrive prior to November 11 must be labeled as Advance Warehouse. Use the Direct Shipment labels for deliveries on November 13 – 15.
- Print labels using a **color printer** to be able to properly identify each Show Hall.
- Please fill-in the labels to include your **Booth Number** along with your **Company Name**. It is important that your company name match your exhibiting company name provided to Show Management.
- Please affix the provided color-coded Direct or Advanced Shipping labels to all individual packages, along with your preferred carrier's shipping labels.
- You may use **UPS, FedEx, or DHL** to ship your packages, provided that you attach the appropriate **RED, TEAL, or BLUE** shipping labels to your packages.
- International shipments, regardless of carrier, must use the provided shipping labels.
- **Perishable items** must use the specific Refrigerated Trailer or Freezer Trailer shipping labels found in the RES Exhibitor Manual. Please refer to the RES Exhibitor Manual for more information.
- Please refer to the RES Exhibitor Manual for further information regarding shipping instructions.

If you have any questions regarding the Shipping Labels, please contact:

**Carlos Baudett**  
**PLMA - Trade Show Operations Manager**  
**Phone: (212) 972-3131**  
**Email: cbaudett@plma.com**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #F4000 - F7640 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN NOVEMBER 11, 2015

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HALL • G

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #F4000 - F7640 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN NOVEMBER 11, 2015

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# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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**Booth #F4000 - F7640 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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**Booth #F4000 - F7640 • Food & Beverage**

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Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #F100 - F3940 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN NOVEMBER 11, 2015

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #F100 - F3940 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

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TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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**Booth #F100 - F3940 • Food & Beverage**

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Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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# DIRECT SHIPMENT TO THE CONVENTION CENTER

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**Booth #F100 - F3940 • Food & Beverage**

Booth # **F**

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #H100 - H3945 • Home & Health**

Booth # 

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN NOVEMBER 11, 2015

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

**Booth #H100 - H3945 • Home & Health**

Booth # 

Company: \_\_\_\_\_

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN NOVEMBER 11, 2015

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# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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**Booth #H100 - H3945 • Home & Health**

Booth #



Company:

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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**Booth #H100 - H3945 • Home & Health**

Booth #



Company:

PRIVATE LABEL TRADE SHOW  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 13-15, 2015 ONLY

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